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Office of Local Programs

Overview

The Kentucky Transportation Cabinet (KYTC) has established the Office of Local Programs to coordinate several federally funded transportation improvement programs. Transportation Enhancements (TE), Safe Routes to School (SRTS), Congestion Mitigation & Air Quality (CMAQ), Scenic Byways and Highways, and the Transportation, Community, and System Preservation Program (TCSP) are federal reimbursement programs, not grant programs.

The Transportation Enhancements (TE) Program funds twelve types of transportation-related activities that are designed to strengthen the cultural, aesthetic, historic, and environmental aspects of our transportation infrastructure. TE was first funded through the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991. Federal legislation has continued to support TE funding. The Transportation Equity Act for the 21st Century (TEA-21) was passed in 1998 and the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) was enacted in 2005 to continue to provide financial support for TE.

The Safe Routes to School (SRTS) Program resulted from the passage of the SAFETEA-LU legislation. SRTS encourages youth and their families to choose walking, cycling, and other active ways to get to and from school by funding several types of infrastructure and non-infrastructure projects. The Congestion Mitigation and Air Quality (CMAQ) Program was also established by ISTEA and continued through TEA-21 and SAFETEA-LU. CMAQ is concerned primarily with reducing emissions in designated areas of the United States. Again, established by ISTEA in 1991 and reauthorized and expanded under TEA-21 and again under SAFETEA-LU, the Scenic Byways & Highways Program focuses on designating roads as scenic on the state level and facilitating opportunities for these state Scenic Byways or Highways to apply at the national level for designation and project funding. Kentucky has 30 state and national Scenic Byways and Highways. Authorized by the same federal legislation as the TE, SRTS, CMAQ, and Scenic Byways and Highways programs, the Transportation, Community, and System Preservation (TCSP) program focuses on finding availability for a comprehensive initiative to investigate and address the relationships between transportation, community, and system preservation and to identify private sector-based initiatives.

ABBREVIATION GUIDE

AASHTO	American Association of State Highway & Transportation Officials
ADA	Americans with Disabilities Act of 1990
ADD	Area Development District
SBAC	Scenic Byways Advisory Committee
CMAQ	Congestion Mitigation & Air Quality
CO	Carbon Monoxide
C&R	Cultural and Recreational
CVB	Convention & Visitor's Bureau
DAQ	Division of Air Quality
DEA	Division of Environmental Analysis
DBE	Disadvantaged Business Enterprise
EPA	Environmental Protection Agency
EPPC	Environmental and Public Protection Cabinet
FHWA	Federal Highway Administration
GOLD	Department for Local Government
HOV	High Occupancy Vehicle
ISTEA	Intermodal Surface Transportation Equity Act of 1991
KAR	Kentucky Administrative Regulations
KRS	Kentucky Revised Statutes
KYTC	Kentucky Transportation Cabinet
LSGS	Limited Supplemental Guide Sign
MPO	Metropolitan Planning Organization
MUTCD	Manual of Uniform Traffic Control Devices
NAAQS	National Ambient Air Quality Standards
NEPA	National Environmental Policy Act
NTEC	National Transportation Enhancements Clearinghouse
OLP	Office of Local Programs
PM	Particulate Matter
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users
SBAC	Scenic Byways Advisory Committee
SEKTD	Southern & Eastern Kentucky Tourism Development Association
SOV	Single Occupancy Vehicle
SRTS	Safe Routes to School
STIP	Statewide Transportation Improvement Plan
TCSP	Transportation, Community, and System Preservation
TE	Transportation Enhancements
TEA-21	Transportation Equity Act for the 21 st Century of 1998
TEAC	Transportation Enhancements Advisory Committee
TIP	Transportation Improvement Plan
TTIC	Transportation Tourism Interagency Committee
VMT	Vehicles Miles Traveled
VTW	Visitor, Tourist, or Welcome Center



TRANSPORTATION ENHANCEMENTS

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Overview

Transportation Enhancements (TE) are transportation-related activities that are designed to strengthen the cultural, aesthetic, historic, and environmental aspects of our transportation infrastructure. The TE program provides for the implementation of a variety of nontraditional projects, with examples ranging from the restoration of historic transportation facilities to construction of bike and pedestrian facilities, landscaping and scenic beautification, and the mitigation of water pollution from highway runoff. The establishment of this program offers broad opportunities and federal dollars to undertake unique and creative actions to integrate transportation into our communities and environment. TE activities must relate to the intermodal surface transportation system in function, proximity, or impact.

The TE program is a reimbursement program, not a grant program. Your proposed project must be selected, approved, programmed, and contracted with the Kentucky Transportation Cabinet (KYTC) prior to the expenditure of any funds.

Eligibility

The only applicants eligible for this funding are state and local government agencies. Projects are to serve a public purpose in perpetuity, and the facilities and/or services provided are to be on a nonprofit basis. Projects by nonprofit organizations are to be in partnership with a government sponsor (state or local government agency) in order to receive funding. **All arrangements for funding and long-term maintenance should be made prior to programming of TE funds.**

Eligible Activities

At a minimum, all projects shall meet both of the following requirements to be considered for selection:

Relationship to Surface Transportation

The applicant shall establish how the project relates to the surface transportation system. Surface transportation has been interpreted to mean all elements of the intermodal transportation system, exclusive of aviation and military transportation. For purposes of TE eligibility, surface transportation includes canals as surface transportation. The required relationship must be one of function, proximity, and/or impact. Therefore, all project applications will identify:

- Location of the project in reference to specific highways, railroads, or canals
- Purpose of the project
- Impact the project may have on the transportation system
- Other parameters that establish this relationship

Proximity to a highway or transportation facility alone is not sufficient to establish a relationship to surface transportation. A project may relate to surface transportation

without having a current or past transportation function. For example, a scenic or historic site may have a strong relationship to surface transportation but not function as a transportation facility.



Grand Rivers walking trail and jetty

A project application that does not include a clearly written explanation of the project's relationship to surface transportation shall be deemed ineligible for selection.

Twelve Eligible Categories

A project application shall meet the requirements of at least one of the following twelve categories to be considered for TE funding. If projects meet the requirements of more than one eligible category, applicants should identify primary and secondary categories. TE projects may be stand-alone projects or integral parts of larger projects.

- Pedestrian and bicycle facilities
- Pedestrian and bicyclist safety and education
- Acquisition of scenic or historic easements & sites, including battlefields
- Scenic or historic highway programs
- Landscaping and scenic beautification
- Historic preservation
- Historic transportation buildings
- Rail corridor preservation
- Inventory, control, and removal of outdoor advertising
- Archaeological planning and research
- Environmental mitigation
- Transportation museums

I. Pedestrian & Bicycle Facilities

The transportation relationship for projects in this category is to provide facilities that encourage non-motorized transportation.

Building new facilities and improving existing ones to improve the transportation system for pedestrians and bicyclists are eligible for TE funding. Such projects would

encourage healthful physical activity, provide safe accommodation, or enhance aesthetic routing or design.

These facilities, such as the following, would provide connectivity between distinct origin and destination points, such as residential, recreational, commercial, historic, and educational development. Projects do not need to be located on federal-aid highway routes.

Eligible Activities

- Bicycle-lane striping
- Bicycle lockers
- Bicycle parking and bus racks
- Bicycle racks
- Bicycle trails
- Crosswalks
- Curb ramps
- Pavement of existing shoulders along a designated bicycle route
- Shared-use paths (e.g., pedestrian/bicycle trail)
- Sidewalks
- Streetscape (primary purpose for pedestrian use)

Ancillary facilities not related to a streetscape project, such as the following, are also eligible but shall not exceed 15 percent of the total cost of a project.

Ancillary Activities

- Information kiosks
- Landscaping
- Lighting
- Public restrooms
- Rest Areas
- Showers
- Signs*, guidebooks, and maps
- Street furniture
- Vehicular parking directly related to a bicycle/pedestrian facility
- Water fountains

* Signing shall comply with the Manual of Uniform Traffic Control Devices (MUTCD)

Ineligible Activities

- Facilities used as an incidental part of new transportation projects to accommodate routine use by pedestrians and bicycles (e.g., sidewalks, wide curb lanes, required curb ramps, and paved shoulders)
- Isolated recreational or loop and rails that do not connect multiple land uses

The majority of project expenses shall cover the design, right-of-way acquisition, and construction phases of projects. Routine maintenance projects for existing facilities are not eligible; however, maintenance responsibilities and funding sources shall be identified within the applications. The American Association of State Roadway and Transportation Officials (AASHTO) standards for pedestrian and bicycle facilities shall be followed. Sidewalks shall be a minimum of five (5) feet wide where possible and shared-use paths shall be a minimum of ten (10) feet wide.

All projects must be compliant with the Americans with Disabilities Act (ADA) requirements.

Streetscape improvements for historic districts shall be in compliance with [*Kentucky Streetscape Design Guidelines for Historic Commercial Districts*](#).

II. Pedestrian & Bicyclist Safety & Education

The transportation relationship for projects in this category is to make non-motorized transportation use safer in Kentucky.

This category allows communities to promote non-motorized transportation through safety and educational programs and encourages healthy physical activity.

A definitive period of participation (project duration) shall be clearly outlined in the application. Projects need not be located on federal-aid roadway routes. Efforts shall not duplicate those being conducted with other funds through state and community traffic-safety programs.

Eligible Activities

- Educational training materials
 - Brochures
 - Videotapes
 - Limited staff salaries
 - Space Rental
- Non-construction costs to provide safety training classes and facilitator fees

III. Scenic or Historic Acquisitions

The transportation relationship for projects in this category is to protect or provide viewing access to scenic and historic view sheds from surface transportation systems. Projects shall protect the aesthetics of the area for the traveling public.

Purchasing, donating, transferring, and trading of lands or easements on lands that possess significant scenic, historic, natural, aesthetic, visual, or open-space values (including property listed or eligible to be listed in the National Register of Historic Places) are eligible for TE funding. This type of acquisition may be used when roadway

construction creates pressure that may result in development that obscures driver's views from the road or trail of a scenic or historic site.

For acquisition of property or easement that is a substantial distance from the roadway, the property shall be determined to make a contribution to the scenic or historic view shed. The view or historic site shall be preserved in perpetuity.

Eligible Activities

- Acquisition of property under pressure to be developed in a manner incompatible with scenic or historic areas immediately adjacent to a roadway being constructed or rehabilitated
- Acquisition of property contributing to a view shed at risk of being lost or destroyed without public assistance
- Development or rehabilitation of a roadway turnout, overlook, or viewing area along a state roadway
- Acquisition of property or easements to preserve battlefields

IV. Scenic or Historic Highway Programs

The Transportation relationship for projects in this category is to protect or enhance the scenic, historic, cultural, or natural integrity of designated scenic or historic roadways for the appreciation of the traveling public.

Project and system planning for the protection and enhancement of state or federally designated scenic or historic roadways is eligible for TE funding. Projects shall primarily serve travelers on these designated roadways.

Eligible Activities

- Protection of view sheds (see requirements of Category III)
- Landscaping (see requirements of Category V)
- Design and construction of scenic turnouts, overlooks, and viewing areas
- Design and construction of scenic turnouts, overlooks, and viewing areas shall be located directly along designated scenic or historic roadways. Historic-marker signs may be included as part of the scenic turnouts.
- Construction of visitor, tourist, or welcome (VTW) centers, subject to the following requirements:
 - VTW Centers must serve travelers visiting designated scenic or historic roadways. The center need not be immediately adjacent to a federal-aid roadway.
 - The VTW center shall be the only one serving the designated scenic or historic roadway within a thirty (30) mile radius.

- The VTW center shall be owned by the public or by a nonprofit entity and be open to the public a minimum of thirty-two (32) hours per week. TE funds shall not be used for staffing, operation, or maintenance costs.
- Rehabilitation and renovation of an existing historic building to be used as the VTW center serving a scenic or historic roadway may be considered.
- A building may function jointly as a VTW center and office space for another nonprofit or public agency; however, only the portion that serves as a VTW center is eligible for TE funding. Construction costs for interiors and parking (components used for a VTW center) may be included.

V. Landscaping and Scenic Beautification

The transportation relationship for projects in this category is to enhance the view and experience for the traveling public.



Whitehaven Welcome Center, Paducah

Streetscape improvements, particularly those specific to eligible historic districts, shall be in compliance with the [Kentucky Streetscape Guidelines for Historic Commercial Districts](#). Use of vegetation native to the region is encouraged.

The FHWA Roadside Vegetation Management Website includes additional information: www.fhwa.dot.gov/environment/vegmgmt/

Eligible Activities

- Landscaping
- Street furniture
- Lighting
- Public art

- Utility relocation or burial*
- Streetscapes
- Restoring native plants
- Enhanced roadside vegetation management
- Planning, design, and construction of the above facilities

*Eligible utility relocation or burial shall constitute no more than 25 percent of the requested TE funds.



St. Clair Street Mall, Frankfort

VI. Historic Preservation

The transportation relationship shall be one of the following:

- The site historically served a significant and unique role in the surface transportation system.
- The site was significant in the manufacturing of transportation equipment.
- The project will preserve, restore, or enhance historic sites with a surface transportation relationship.
- The project will preserve, restore, or enhance historic sites that have been or will be impacted by roadway construction or rehabilitation due to proximity and impact.

Projects in this category should attract tourists to the community and be an educational tool for the public.

Historic properties shall be listed in or eligible for listing in the National Register of Historic Places. The Kentucky Heritage Council (KHC) administers the National Register Program.

All projects having an impact on historic properties shall be in compliance with the [*Secretary of the Interior's Standards for the Treatment of Historic Properties*](#).

All historic preservation projects must relate to surface transportation.

A preservation project that involves the restoration of a historic building with either a current or historic transportation function shall be eligible under this category or under Category VII. This category includes aspects of historic preservation, including:

- Identification
- Evaluation
- Documentation
- Acquisition
- Rehabilitation
- Interpretation
- Restoration
- Stabilization

of any historic district, site, structure, object, or landscape.

Eligible interior work includes activities for structural integrity and for adaptation of a building for its functional use.

[Eligible Activities](#)

- Interior and exterior rehabilitation or restoration, including architectural plans and specifications
- Updating of mechanical, plumbing, wiring systems, including heating, ventilation, and air-conditioning units
- Satisfying requirements for compliance with ADA and local building codes

[VII. Rehabilitation of Historic Transportation Buildings](#)

The transportation relationship for projects in this category is to protect and rehabilitate structures that historically have served as substantial parts of the surface transportation system.

This category includes aspects of historic preservation including

- Identification
- Evaluation
- Documentation
- Acquisition
- Rehabilitation
- Interpretation

- Restoration
- Stabilization

of any historic district, site, structure, object, or landscape. Eligible interior work includes activities needed for structural integrity and for adaptation of the building for its functional use.

All projects having an impact on historic properties shall be in compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*.

All projects pertaining to the rehabilitation of historic transportation buildings must relate to surface transportation.

Eligible Activities

- Rehabilitation of historic transportation buildings and structures associated with the operation, passenger and freight use, construction, or maintenance of any mode of surface transportation
- Structural stabilization
- Updating of mechanical, plumbing, and wiring systems, including heating, ventilation, and air conditioning (HVAC) units
- Providing facilities required for compliance with ADA and local building codes
- Satisfying requirements for compliance with ADA and local building codes
- Restoration of railroad depots, bus stations, customhouses, tollhouses, and ferry terminals*
- Restoration of canals or bridges for pedestrian use*

*Each building or structure shall be listed or eligible to be listed in the National Register of Historic Places or shall be a contributor to a National Register Historic District.

VIII. Rail Corridor Preservation

The transportation relationship for projects in this category is to preserve a corridor for future transportation use.

The acquisition of railroad rights of way and the planning, rehabilitation, and development of abandoned railway corridors for public use as bicycle, pedestrian, or equestrian trails are eligible for TE funding. The development and rehabilitation of rail corridors shall be open to the general public. The development of a pedestrian and/or bicycle trail shall follow the same eligibility requirements as those in Category I.



Vanceburg Depot

If the railroad corridor or portions of the corridor have been rail-banked under 16 U.S.C. 1247(d), there must be an agreement stating that the corridor is subject to restoration or reconstruction for railroad purposes. There must be an agreement specifying payback provisions if the restoration for railroad purposes takes place before the end of the economic or useful life of the project.

IX. Inventory, control, & Removal of Outdoor Advertising

The transportation relationship for projects in this category is to improve the aesthetics of view sheds from the roadways for the traveling public.

Development and implementation of public tourism-oriented signage initiatives designed to reduce the proliferation of outdoor advertising devices and billboards or to reduce the number of advertising devices or signs are eligible for TE funding.



Removal of existing outdoor advertising structures shall be carried out in conformance with the KYTC Relocation Assistance Guidance manual available from the Policy Support Branch of the KYTC.

Eligible Activities

- Inventory of billboards*
- Removal of illegal and nonconforming outdoor advertising signs

*Billboards are defined as off-premise signs that advertise goods and services not found at the site of the signs

X. Archaeological Planning and Research

The transportation relationship for projects in this category is to help preserve archaeological data and artifacts, support transportation planning, and enhance the interpretation of the historic context.

The project shall be consistent with the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#) and the Kentucky Heritage Council's [Specifications for Conducting Fieldwork and Preparing Cultural Resources Assessment Reports](#).

Additional information is available on-line at www.cr.nps.gov/local-law/arch and www.heritage.ky.gov/reports/specs.pdf

Eligible Activities

- Archaeological planning and research on sites receiving TE funds
- Experimental projects in archaeological site preservation and interpretation
- Planning to improve identification, evaluation, and treatment of archaeological sites and using data from transportation-related archaeological sites
- Data recovery, development of sensitivity models, research designs to guide future surveys, and interpretation of sites



Old paving and mooring ring from
Portland Wharf Park, Louisville

XI. Environmental Mitigation

The transportation relationship for projects in this category is to mitigate environmental impacts and improve the environmental quality of a transportation system.

Environmental projects that mitigate water pollution from roadway runoff and projects that reduce vehicle-caused wildlife mortality while maintaining habitat connectivity are eligible for TE funding.

Projects that demonstrate aesthetic and ecological methods for mitigation are encouraged. Projects shall be limited to those that are ancillary to the environmental requirements and procedures for project-specific mitigation. Funds shall not be used to finance required environmental mitigation work.

Eligible Activities

- Retrofitting an existing roadway by creating a wetland to filter roadway runoff based on the impacts from the road in terms of water pollution
- Improving streams and drainage channels through landscaping to promote filtering and improve the overall water-quality conditions of receiving channels
- Providing payment in-kind for existing roadway water-quality impacts that warrant mitigation to regional or water-shed planned improvement projects
- Preserving, and mitigating damage to, underground water systems such as karst topography
- Providing educational activities, facilities, and training dedicated to mitigation of water pollution
- Reducing vehicle-caused wildlife mortality



This reduction shall not be limited to threatened and endangered species and shall be based on migration patterns, habitat use, and distribution and crossing characteristics of the wildlife established through data collection on safety of motorists, habitat fragmentation, and wildlife mortality. Examples of projects to reduce vehicle-caused wildlife mortality include:

- Wildlife underpasses or overpasses
- Measures at areas identified as crossings for wildlife, such as fencing and other markings and mitigation techniques
- Bridge extensions to provide or improve wildlife passage and wildlife habitat connectivity
- Monitoring and data collection of habitat fragmentation and vehicle-related wildlife mortality
- Roadside devices designed to reduce wildlife-vehicle conflicts

If a direct measure to reduce wildlife mortality is determined to be infeasible, it may be possible to provide for the loss of wildlife due to vehicle collisions by developing new habitat resources or improving existing habitat resources to support additional population numbers.

XII. Transportation Museums

The transportation relationship for projects in this category is to share elements of surface transportation with the public.

A transportation museum or transportation display must be for surface transportation. For multiple-purpose museums, only costs attributable to a surface transportation focus are eligible for TE funds. The museum must follow current best practices established by the museum profession.

Transportation museums established using TE funds must:

- Be a legally organized nonprofit institution or part of a nonprofit institution or government entity
- Be essentially educational in nature
- Have an official stated mission
- Have one full-time paid professional staff member who has museum knowledge and experience and is delegated authority and allocated financial resources sufficient to operate the museum effectively
- Present regularly scheduled programs and exhibits that use and interpret objects for the public according to accepted standards
- Have a formal and appropriate program of documentation, care, and use of collections and/or tangible objects
- Have a formal and appropriate program of presentations and maintenance of exhibits

Eligible Activities

- Construction of a new facility or an addition to an existing facility
- Conversion of an existing facility
- Purchase of artifacts necessary for the creation and operation of the facility

Museums shall be open to the public five (5) days per week for a minimum of thirty-two (32) hours and shall be operated by a public agency or a nonprofit organization.



Interior of River Heritage Museum

Ineligible Activities

The following is a nonexclusive list of activities that are not eligible for funding nor for innovative match and shall not be included in the cost estimates associated with project applications:

- Contaminated-soil removal associated with underground storage tanks, hazardous waste, and toxic dump cleanup
- Routine maintenance activities performed independently (e.g., repainting, roof repair, graffiti removal, mowing, drainage correction, and curb repairs)
- Administrative expenses (e.g., invoice preparation and processing, grant writing, and bookkeeping)
- Operating expenses and staffing
- Improvements to private property
- Interest payments on borrowed funds
- Rental property improvements for restaurant, retail, or other for-profit businesses
- Relocation expenses for property owners voluntarily selling or donating property
- Construction of recreational facilities and playgrounds
- Condemnation for acquisition of property
- Use of convict labor, including work-release programs
- Required environmental mitigation as determined by the Division of Environmental Analysis and FHWA
- Feasibility study
- Design of a project with no funding commitment to construction of the project
- Displays, segments of buildings, or objects not directly related to transportation

Additional Eligibility Requirements

Financial

The TE program is a reimbursement program. Therefore, the proposed project shall be selected, approved, programmed, and contracted with the KYTC prior to the expenditure of any funds included in the request. **Any funds expended by the applicant before contract execution by the KYTC shall not be reimbursed or utilized as the matching component.** Only elements of a project deemed eligible shall be reimbursed with TE funds.

The project shall include a minimum local match of twenty (20) percent of the total project cost. Written confirmation(s) of the match by the appropriate official or contributor is required to be included in the full application. In-kind contributions (e.g., donated labor, materials, and equipment) may be credited toward the local match if approved by the OLP. A written request for approval of in-kind contributions toward the match is required.

Budget & Maintenance Plans

A comprehensive budget as well as a maintenance plan must be attached to the contract executed by the KYTC. Therefore, a detailed, accurate budget is required throughout the application process. Operating and maintenance costs shall be included and the funding source identified. Examples of costs to be included are those for:

- Project development
- Engineering
- Right-of-Way acquisition
- Construction
- Any other project related costs

The total cost estimate provided in the application will be used to determine the amount of funds awarded. A project may receive funds for a reduced scope or in an amount less than requested.

Due to the limited amount of funding, the total project amount funded with TE funds will be the maximum amount reimbursed. If costs exceed the estimate, the sponsor will be responsible for covering the additional costs and must demonstrate the ability to do so. If a sponsor would like to request to reallocate items in the budget, a budget amendment may be submitted to the OLP for review. **Only two budget amendments will be accepted during the project life cycle.**

A maintenance plan should include a description of how the city or county plans to maintain the infrastructure funded by the project after all of the TE federal funds have been expended. Sponsors are required to maintain this project in perpetuity for the public.

Property Management

Real-estate acquisition for TE projects must follow all the requirements of the Uniform Act, 49CFR Part 24, and all other federal and state laws and regulations.

Federal Highway Administration (FHWA) property management rules require that income generated by the lease, sale, or other use of real property acquired with federal funds shall be on the basis of fair market value. Such income shall be used on this TE project or any other Title 23 (transportation) eligible project. Occupancy of any structure constructed or improved with TE funds is restricted to public entities and nonprofit organizations.

Disposal of these properties is not allowed. Proprietary leases in perpetuity are acceptable. Proprietors are to pay all taxes, carry liability insurance, and maintain the properties in perpetuity for the uses and purposes identified in the original applications. The properties may not be sold. Additionally, a disclaimer statement “hold harmless clause” releasing the state and federal governments from future damages must be included.

Appraisals

Appraisals for the acquisition of real-property interests or for donation credit shall be prepared in accordance with the KYTC and FHWA policies and guidelines using a KYTC pre-qualified appraiser. No appraisal work is to be started until the appraiser has met with the Division of Right of Way and Utilities appraisal personnel to discuss standards, requirements, and valuation problems that may be encountered on the assignment. Preservation easements shall be required on all properties acquired prior to the reimbursement of funds, and the projects shall provide for the public access. Any appraisal must be reviewed and approved by KYTC Central Office review appraisers. Project sponsors shall submit three (3) copies of the appraisal to the OLP for review.

Disadvantaged Business Enterprise (DBE)

The Disadvantaged Business Enterprise (DBE) Program ensures equal opportunity to small, socially, and economically disadvantaged businesses. The KYTC's DBE Directories can be found at www.transportation.ky.gov/OBOD/DBE_Directory.pdf

Wage Requirements

The Davis-Bacon Act (prevailing federal wage) shall apply to TE projects of \$2,000 or greater within the right of way of a federal-aid highway. If the TE project is outside the right of way, the Davis-Bacon Act does not apply. If the cost within the federal-aid highway right of way is greater than \$2,000 for a project partially on and off the right of way, the Davis-Bacon Act applies. Prevailing state wage rates shall apply to all projects with a total cost of \$250,000 or greater. Cost estimates prepared shall consider these requirements.

Projects shall comply with:

- Model Procurement Code as it relates to local public agencies (KRS45A.343, 345-460)
- Title VI of the Civil Rights Act and Environmental Justice, Disadvantaged Business Enterprise
- Uniform Relocation Act

Other requirements are qualifications-based selection of professional services, including engineering and architectural services, and competitive bidding procedures for construction and related activities in addition to any other applicable requirements for federal funding of the specific project.

Americans with Disabilities Act (ADA)

A commitment shall be made to comply with ADA accessibility requirements.

ADA information lines: **800-514-0301 (voice) and 800-514-0383 (TDD)**

Environmental Compliance

All TE projects shall conform with:

- National Environmental Policy Act (NEPA)
- Section 4(f) of 49 United States Code (USC) 303
- National Historic Preservation Act
- Section 404 of the Clean Water Act

Web Resources

Federal Highway Administration

<http://www.fhwa.dot.gov/environment/te/guidance.htm>

Federal Highway Administration SAFETEA-LU Legislation

<http://www.fhwa.dot.gov/reauthorization/index.htm>

KYTC Disadvantaged Business Enterprise Directories

<http://transportation.ky.gov/OBOD/Directories.htm>

Kentucky Heritage Council

<http://www.state.ky.us/agencies/khc/khchome.htm>

Kentucky Transportation Cabinet Environmental Achievements

<http://transportation.ky.gov/enriroach/>

National Park Service American Battlefield Protection Program

<http://www.cr.nps.gov/hps/abpp/>

National Transportation Enhancements Clearinghouse

<http://www.enhancements.org/>

National Transportation Enhancements Guide to TE

<http://www.enhancements.org/misc/TEGuide2002.pdf>

United States Department of Justice Americans with Disabilities Act

<http://www.usdoj.gov/crt/ada/>

Application Process

Applicants must complete requirements from both the KYTC Office of Local Programs and the State Clearinghouse to be considered for funding.

Office of Local Programs Requirements:

Intent-To-Apply Form

The OLP requires all interested persons to complete the Intent-To-Apply form. Completion of this form allows the OLP to review the proposed projects and provide the applicants with valuable information before the completion of a full application.

The only applicants eligible for TE project funding are state and local government agencies. The projects are to serve a public purpose in perpetuity, and the facilities and services provided are to be on a nonprofit basis. To receive funding, nonprofit organizations are to be in partnership with a government sponsor (state or local government agency). The government sponsor is responsible for:

- Soliciting public support
- Obtaining required twenty (20) percent matching funds (federal funds, but not other U.S. Department of Transportation funds, may be used for matching)
- Arranging for match funding and long-term maintenance locally before applying for federal funds
- Administering the project
- Identifying the project in its financial accounting and annual audits

Letter of Invitation

After reviewing the Intent-To-Apply forms, OLP shall send each applicant either (a) a letter of invitation to submit a full application or (b) a letter of ineligibility. **The full application shall be available only to applicants who receive letters of invitation.**

Full Application

Upon receipt of a letter of invitation, the applicant shall have forty-five (45) days from the date stated in the letter to submit the full application. This requirement assures that each applicant shall have the same amount of time to complete the full application.

The applicant is to submit six (6) identical copies of the full application to the OLP. Each copy is to be stapled or bound in a folder (but not in a three-ring binder) and is not to exceed one-half inch in thickness. The government sponsor is to keep the original and at least one copy for its use. The applicant is to identify clearly the government sponsor and the project title on the front of the application packet. The OLP requires that the application packet be postmarked by the date in the letter of invitation. The OLP shall not accept applications postmarked after that date.

The applicant is to submit the application packet to:

Kentucky Transportation Cabinet
Department of Rural and Municipal Aid
Office of Local Programs

Transportation Enhancements
200 Mero Street
Frankfort KY 40622

If applying for TE funds for a project that has a relationship with the Renaissance on Main Program, the applicant may want to request a letter of support from the local Renaissance on Main / Main Street organization. The applicant is encouraged to include this letter of support with the full application, along with a map that identifies the Renaissance boundary, with the project located within the boundary to be considered for this funding.

State Clearinghouse Requirements

Pursuant to Presidential Executive Order 12372, the applicant shall submit to the State Clearinghouse for Intergovernmental Review ten (10) copies of only the following before submitting the full application to the OLP:

- Cover letter identifying the funding program
- Application for Federal Assistance (424) form
- Brief narrative describing the project
- Detailed budget
- 8 ½ x 11 topographical map clearly showing the activity for which funding is sought

The Area Development Districts (ADD's) can assist with this activity. A complete list of the Kentucky ADD's and their contact information is located at the end of this guidebook.

The State Clearinghouse does not require that the requesting agency submit the entire application as sent to the OLP. A link to the State Clearinghouse may be found at www.gold.ky.gov/clearinghouse.

The applicant shall submit these documents to:

Department for Local Government
State Clearinghouse
1024 Capital Center Drive, Suite 340
Frankfort KY 40601

If a proposed project is located within an urbanized area, the applicant is to submit an additional copy of these documents to the appropriate Metropolitan Planning Organization (MPO). A list of the MPO's and their contact information is located at the end of this guidebook.

Failure to submit this required form will considerably delay or possibly halt the environmental review process of a selected project.

Review Process

After the deadline for applications, the OLP shall conduct a thorough review of each application and organize the applications for review by the Transportation Enhancement Advisory Committee (TEAC), selected by the OLP. The committee may include, but is not limited to, a representative from each of the following:

- Governor's Office
- Department for Local Government
- Commerce Cabinet
- Kentucky Heritage Council
- MPO Representative

OLP's Selection Criteria:

- Demonstrated need for the project
- Transportation relationship
- Benefit to the community (e.g., job creation, tourism, and economic development)
- Reliable budget and engineering estimates
- Project cost, availability of matching funds to complete the project, ability to leverage other funding, and plans to provide ongoing maintenance costs
- Widespread community support
- Relationship to local, regional, and statewide plans/initiatives
- Demonstrated ability to administer funding, including previous TE funds
- Project readiness for construction (planning, design, and acquisition)
- Overall geographic distribution of TE funds and the mix of projects representing a number of eligible categories.

The OLP shall then provide recommendations to the Secretary of the KYTC for review. Upon that review, the OLP shall forward approved recommendations to the Governor's Office for review. Before the announcement of the awarded projects, the OLP shall review the final list of recommended projects with the Kentucky Division of the Federal Highway Administration (FHWA).

Announcement of Awarded Projects

The OLP shall announce the names of the fund recipients in early summer. Each recipient shall then submit a revised application in which the amount of the budget matches the announced funding amount and any items deemed ineligible have been removed. Once the recipient acceptably revises the applications, the KYTC shall submit to the FHWA the project information for programming of funds for reimbursement. The recipient shall then enter into a contract with the KYTC. **Any action the recipient takes prior to the execution of this contract shall not be eligible for reimbursement unless specifically approved in advance by the KYTC.**

Workshops

After the OLP announces the awards, recipients of funds shall attend an OLP workshop regarding the implementation of the funds. The OLP shall provide a choice of dates and locations. Failure to participate in an implementation workshop can result in the reassignment of funds to another project.

Progress Report

The project contact shall send a progress report available online at www.tea21.ky.gov to the Office of Local Programs (OLP) at the end of each calendar year. The report shall include at a minimum:

- Current status of the project
- Funds expended
- Detailed timeline for completion of the project
- Justification for the delay if the project is behind schedule

Timeline

The applicant should be prepared to provide information necessary for programming the funds and entering into a contract with the KYTC within one (1) year after the announcement. If the contract agreement is not executed within one (1) year of the announcement, funds may be recaptured.

When funds are programmed and a contract agreement executed, the recipient of funding shall have three (3) years to complete the project. Failure to show substantial progress toward completion within the three (3) years may result in the cancellation of TE funding.

Contracting

Following the announcement of TE funding, the project application is sent to the Division of Environmental Analysis (DEA) for clearance. Upon approval from the DEA, the project is submitted to the KYTC Division of Program Management for inclusion in the Statewide Transportation Improvement Plan (STIP) and the Transportation Improvement Plan (TIP), if applicable. (Please see the Appendix for further details.) When the project completes the programming stage, it is reviewed by the Office of Legal Services. The TE contract is then routed to the sponsor for signatures and the adoption of a city or county resolution accepting the contract. The sponsor submits the contract to the OLP, where it is submitted to the KYTC Secretary for final execution.

The fully executed copy of the contract will be sent to the sponsor via email. No work can commence until the sponsor has received the fully executed contract from the KYTC.

Submission of Plans

If the project requires creation or modification of infrastructure, the sponsor must submit all final plans and specifications to the (OLP) for review. **Construction cannot start until the plans are approved by the OLP and written documentation has been sent to the project sponsor.** All applicants are encouraged to work with the historic preservation coordinator within the OLP during the design and preparation process of the final plans. Once submitted to the OLP, the plans will be reviewed within thirty (30) days by the OLP's historic preservation coordinator for compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, the *Americans with Disabilities Act Guidelines*, and the *Kentucky Heritage Council's Streetscape Design Guidelines for Historic Commercial Districts* as applicable to each project.

After the initial review, the OLP will make a recommendation and the plans will be sent to the Kentucky Heritage Council (KHC) for additional review and compliance of the above guidelines. The KHC also has a thirty (30) day review period. If at any time during the review process there are problems, or if changes are necessary with the plans and specifications, new plans illustrating the changes may be required to be resubmitted for review. Upon completion of the review, the KHC will send a recommendation back to the OLP. The OLP will notify the project applicants by letter with the results of the reviews.

Reimbursement

There are several steps a sponsor must follow in order to be reimbursed for incurred expenses:

- Submit the official OLP invoice form signed by the sponsor.
- Document the contract number in all correspondence.
- Document the Federal Program number in all correspondence.
- Include a brief description of the invoices and work completed.
- Support the invoices with detailed receipts and cancelled checks.
 - All receipts and invoices must have a header including the name and address of the vendor.
 - A description of the services or items purchased must be included.
- Identify the amount of Disadvantaged Business Enterprise (DBE) participation for each invoice submitted if applicable.
- Document the funding match with time sheets, property documents, and records of in-kind contributions.

Project Closure

When the project is completed, the sponsor should submit the final invoice along with the project closure form, available online at www.tea21.ky.gov to the Kentucky Transportation Cabinet (KYTC) Office of Local Programs (OLP). After this form is submitted, the OLP will audit the project site and the final invoice will be processed. The sponsor will be paid either the balance remaining on the total funding award or the amount of the final invoice, whichever is less.

Contact Information

Transportation Cabinet
Office of Local Programs-TE
200 Mero Street, 6th Floor
Frankfort, KY 40622
(502) 564-2060
(502) 564-6615 Fax

Additional information may be accessed from the following:

www.tea21.ky.gov Electronic copies of this document may be downloaded from this site.

National Transportation Enhancements Clearinghouse (NTEC)
www.enhancements.org. This site provides project examples from across the country.



SAFE ROUTES TO SCHOOL

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Overview

The Safe Routes to School (SRTS) Program resulted from the enactment of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). The funds are available for infrastructure and non-infrastructure projects that benefit elementary and middle school children in grades K-8.

The purposes of Safe Routes to School are:

- To enable and encourage children, including those with disabilities, to walk and bicycle to school
- To make walking and bicycling to school safe and more appealing
- To facilitate the planning, development, and implementation of projects that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools

There are many possible outcomes as a result of successfully implementing projects and activities through the Safe Routes to School Program. Desired outcomes include:

- Increased bicycle, pedestrian and traffic safety
- More children walking and bicycling to and from school
- Decreased traffic congestion
- Improved childhood health
- Reduced childhood obesity
- Encouragement of healthy and active lifestyles
- Improved air quality
- Improved community safety
- Reduced fuel consumption
- Increased community security
- Enhanced community accessibility
- Increased community involvement
- Improvements to the physical environment that increase the ability to walk and bicycle to and from schools
- Improved partnerships among schools, local municipalities, parents, and other community groups, including non-profit organizations
- Increased interest in bicycle and pedestrian accommodations throughout a community

Five Components of Safe Routes to School

The Federal Highway Administration recommends that the United States incorporate-directly or indirectly-five components often referred to as the “5 E’s” The 5 E’s are:

Engineering- Creating operational and physical improvements to the infrastructure surrounding schools that reduce speeds and potential conflicts with motor vehicle traffic, and establish safer and fully accessible crossings, walkways, trails and bikeways.

Education-Teaching children about the broad range of transportation choices, instructing them in important lifelong bicycling and walking safety skills, and launching driver safety campaigns in the vicinity of schools.

Enforcement- Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.

Encouragement- Using events and activities to promote walking and bicycling

Evaluation- Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after intervention(s).



[Eligibility and Funding Activities](#)

Eligibility

All applications must be sponsored by a school board or a local government agency. Projects are to serve a public purpose in perpetuity and the facilities and/or services provided are to be on a nonprofit basis. Applicants must demonstrate an ability to meet the requirements of the program. Projects by nonprofit organization are required to be in partnership with a local government agency or school board. A local match of funding is not required for Safe Routes to School (SRTS) projects.

The sponsor is responsible for:

- Soliciting public support
- Administering the project
- Identifying the project in its financial accounting and annual audit

To apply for SRTS funds, an applicant must be proposing a project that is located within two miles of a primary or middle school and falls in one or more of the eligible activities.

[Funding Activities](#)

Funds are available for infrastructure-related projects and non-infrastructure related activities. Projects and activities in each category should directly support increased safety and convenience for elementary and middle school children to bicycle and/or walk to school. Projects connecting schools to parks, libraries, community centers, etc. are not eligible for funding. Projects may indirectly benefit high school age young or the general public; however these constituencies cannot be the sole or primary beneficiaries. The Safe Routes to School (SRTS) legislation specifies that a portion of the total state SRTS funding should be spent on non-infrastructure activities. States are required to spend no less than 10% and no more than 30% of their total SRTS funding each fiscal year on non-infrastructure projects.

[Infrastructure Related Activities](#)

Infrastructure projects may include the planning, design and construction of projects that will improve the ability of students to walk and bicycle to school.

These projects may include:

- Sidewalk improvements
 - New sidewalks
 - Sidewalks widening
 - Sidewalk gap closures
 - Sidewalk repairs
 - Curbs
 - Gutters
 - Curb ramps
- Traffic-calming and speed-reduction improvements
 - Roundabouts
 - Bulb-outs
 - Speed humps
 - Raised crossing
 - Raised intersections
 - Median refuges
 - Narrowed traffic lanes
 - Lane reductions
 - Full-or half-street closures
 - Automated speed enforcement

- Variable speed limits
- Pedestrian-and bicycle-crossings improvements
 - Crossings
 - Median refuges
 - Raised crossings
 - Raised intersections
 - Sight Distance Improvements
 - Traffic control devices
 - Traffic signals
 - Pavement markings
 - Traffic stripes
 - In-roadway crossing lights
 - Flashing beacons
 - Bicycle-sensitive actuation devices
 - Pedestrian activated signal upgrades
- On-street bicycle facilities
 - New or upgraded bicycle lanes
 - Widened outside lanes or roadway shoulders
 - Geometric improvements
 - Turning lanes
 - Channelization and roadway realignment
 - Traffic signs
 - Pavement markings
- Off-street bicycle and pedestrian facilities
 - Exclusive multi-use bicycle and pedestrian trails and pathways separated from a roadway
- Secure bicycle parking facilities
 - Bicycle parking racks
 - Bicycle lockers
 - Designated areas with safety lighting
 - Covered bicycle shelters
- Traffic-diversion improvements within two miles of the school
 - Separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities
 - Traffic diversions away from school zones or designated routes to school

Non-Infrastructure Related Activities

Non-infrastructure projects may include:

- Public awareness campaigns and educational materials
- Traffic education and enforcement in the vicinity of the school
- Student sessions on bicycle safety, health and the environment
- Training for volunteers and managers of SRTS programs.

Safe Routes to School (SRTS) Ineligible Activities

SRTS funds should not be used for reoccurring costs, such as crossing guard salaries. Funding requests for costs that are expected to be reoccurring costs in the future years should include plans for how the costs will be funded in the future and a rationale for how federal leveraging of future financial security for the activity.

The use of SRTS funds for projects that recognize pick-up and drop-off primarily for the convenience of drivers rather than to improve child safety and/or walking and bicycling access are not permitted. In addition, funds should not be spent on educational programs that are primarily focused on bus safety. Improvements to bus stops are also not eligible for this funding.

Financial

The SRTS program is a reimbursement program. Therefore, the proposed project must be selected, approved, programmed, and contracted with the Kentucky Transportation Cabinet (KYTC) prior to the expenditure of any funds included in the request. **Any funds expended by the applicant before contract execution by the KYTC shall not be reimbursed.** Only elements of a project deemed eligible shall be reimbursed with SRTS funds.

Safe Routes to School (SRTS) projects do not require a local match.

Budget and Maintenance Plan

A comprehensive budget as well as a maintenance plan must be attached to the contract executed by the KYTC. Therefore, a detailed, accurate budget is required throughout the application process. Examples of costs to be included are those for:

- Project development
- Engineering
- Right-of way acquisition
- Construction
- Pavement markings
- Traffic signs
- Any other project related costs
- Education and Outreach Activities

The total cost estimate provided in the application will be used to determine the amount of funds awarded. Due to the limited amount of funding, the total project amount funded with SRTS funds will be the maximum amount reimbursed. If costs exceed the estimate, the sponsor will be responsible for covering the additional costs and must demonstrate the ability to do so. If a sponsor would like to request to reallocate items in the budget, a

budget amendment may be submitted to the OLP for review. **Only two budget amendments will be accepted during the project life cycle.**

A maintenance plan should include a description of how the city, county, or school board plans to maintain the infrastructure after all of the SRTS federal funds have been expended. Sponsors are required to maintain this project in perpetuity for the public.

Property Management

Construction and capital improvement projects must be located within approximately two miles of a primary or middle school (grades K-8). For SRTS infrastructure projects, public funds must be spent on projects within the public right of way. This may include projects on private land that have public access easements. Public property includes lands that are owned by a public entity, including those lands owned by public school districts.

For projects on private land, there must be a legal written easement or other written legally binding agreement that ensures public access to the project. There must be an easement filed of record, which specifies the minimum length of time for the agreement to maximize the public investment in the project. The project must remain open for general public access for use for which the funds were intended for the timeframe specified in the easement or lease.

For real property acquisition, all project sponsors must comply with provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act Of 1970. These regulations will be applied to evaluating the acquisition of real property and any potential displacement activities.



Appraisals

Appraisals for the acquisition of real-property interests or for donation credit shall be prepared in accordance with the KYTC and FHWA policies and guidelines using a KYTC pre-qualified appraiser. No appraisal work is to be started until the appraiser has met with the Division of Right of Way and Utilities appraisal personnel to discuss standards,

requirements, and valuation problems that may be encountered on the assignment. Preservation easements shall be required on all properties acquired prior to the reimbursement of funds, and the projects shall provide for the public access. Any appraisal must be reviewed and approved by KYTC Central Office review appraisers. Project sponsors shall submit three (3) copies of the appraisal to the OLP for review.

Disadvantaged Business Enterprise (DBE)

The DBE Program ensures equal opportunity to small, socially and economically disadvantaged businesses. The Kentucky Transportation Cabinet's DBE Directories can be found at www.transportation.ky.gov/OBOD/DBEDirectory.pdf.

Wage Requirements

The Davis-Bacon Act shall apply to all SRTS projects. SRTS infrastructure and non-infrastructure and projects and activities of \$2000 or greater must comply with the Davis-Bacon prevailing wage rates, competitive bidding and other contractual regulations. SRTS projects are treated as if they are in a federal-aid system despite their functional classification or location in a federal right of way. Cost estimates prepared shall consider those requirements.

Projects shall comply with:

- Model procurement code as it relates to local public agencies (KRS 45A. 343, 345-360)
- Title VI of the Civil Rights Act and Environmental Justice, Disadvantaged Enterprise
- Uniform Relocation Act
- Manual of Uniform Traffic Control Devices (MUTCD)

Other requirements are qualifications-based selection of professional services, and competitive bidding procedures for construction and related activities in addition to any other applicable requirements for federal funding of the specific project.

Americans with Disabilities Act (ADA)

A commitment shall be made to comply with ADA accessibility requirements.

ADA Information Lines: **800-514-03010 (voice) 800-514-0380 (TDD)**

Environmental Compliance

All SRTS projects shall conform with:

- National Environmental Policy Act (NEPA)
- Section 4(f) of 49 United States Code (USC) 303
- National Historic Preservation Act
- Section 404 of the Clean Water Act



Application Process

Applicants must complete requirements from both the Kentucky Transportation Cabinet, Office of Local Programs (OLP) and the State Clearinghouse to be considered for funding.

Office of Local Programs Requirements

The applicant is to submit six (6) copies to the OLP. Each copy is to be bound with a clip (no staples, binding, or 3 ring binders) and is not to exceed one-half inch in thickness. The government sponsor is to keep at least one additional copy for its use. The applicant must utilize the Office of Local Programs Safe Routes to School Application form. All information requested in the application is required. Failure to complete all sections of the application or to include all required attachments can result in the application being rejected for review. A copy of the applicant's State Clearinghouse must be included with the application. Applications will only be accepted in the time frame designated by the OLP. It is required that the application packet be postmarked by the deadline specified. The OLP shall not accept applications postmarked after that date.

The applicant is to submit the application packet to:

Kentucky Transportation Cabinet
Office of Local Programs: SRTS
200 Mero Street, 6th Floor
Frankfort, KY 4062

State Clearinghouse Requirements

Pursuant to Presidential Executive Order 12372, all applicants must submit to the State Clearinghouse for intergovernmental Review ten (10) copies of the following before submitting the full application to the OLP.

- Cover letter identifying the funding program
- Application for Federal Assistance (424 form)
- Brief narrative describing the project
- Detailed budget
- 8 ½" X 11" topographical map, if necessary, clearly showing the activity for which funding is sought

The Area Development Districts (ADD's) can assist with this activity. A list of the ADD's and their contact information is located at the end of this guidebook.

The State Clearinghouse does not require that the requesting agency submit the entire application as sent to the OLP. A link to the State Clearinghouse may be found at www.gold.ky.gov/clearinghouse. The applicant shall submit these documents to

Department for Local Government
State Clearinghouse
1024 Capital Center Drive, Suite 340
Frankfort, KY 40601

If a proposed project is located within an urbanized area, the applicant is to submit an additional copy of these documents to the appropriate Metropolitan Planning Organization (MPO). A list of the MPO's and their contact information is located at the end of this guidebook.

Failure to submit this required form will considerably delay or possibly halt the environmental review process of a selected project.

Review and Selection

The review process will begin immediately after the deadline for applications. The OLP will begin the process by doing a thorough review of each application and will organize the applications to be reviewed by the SRTS Advisory Committee formed by the OLP. The OLP will then provide recommendation to the Secretary of the Transportation Cabinet for review. Recommendations will then be forwarded to the Governor's Office for review. Prior to the announcement of the awarded projects, the OLP will review the final list of recommended projects with the Kentucky Division of Federal Highway Administration (FHWA).

The following criteria will be considered in the selection process:

- Demonstrated need for the project
- Addresses safety concerns-potential to reduce child injuries

- Promoted healthy lifestyles-encourages children to walk or bicycle to school
- Benefits students and the community
- Reduces traffic, fuel consumption and air pollution in the vicinity of the school
- Provides reliable budget and engineering estimates
- Shows evidence of widespread community support
- Establishes relationship to local, regional, and statewide plans/initiatives
- Demonstrates ability to administer funding, including previous federal funding
- Demonstrates project readiness for construction (planning, design and acquisition)
- Conforms to overall geographic distribution of funds
- **Does not exceed the \$250,000 per project funding limit**

Announcement of Funding

Announcement of the funding recipients will be made in the summer. Upon being selected, the applicant will be asked to submit a revised budget and/or scope of project, if necessary, for which the amount of the budget matches the funding announcement and remove any items deemed ineligible. All arrangements for funding and long-term maintenance are to be made prior to the programming of funds. Once an application has been revised, project information will be submitted by the Cabinet to the Federal Highway Administration for programming of funds for reimbursement. After this is complete, the applicant will enter into an agreement with the Kentucky Transportation Cabinet. **Any action taken prior to this executed contract agreement will not be eligible for reimbursement.**

Workshops

Recipients of funds will be **required** to attend a Safe Routes to School workshop regarding the implementation of their funds after the awards are announced. Failure to participate in an implementation workshop can result in funds being recaptured.

Progress Report

The project contact shall send a progress report, available online at www.tea21.ky.gov, to the OLP at the end of each calendar year. The report shall include at a minimum:

- Current status of the project
- Funds expended
- Detailed timeline for completions of the project
- Justification for the delay if the project is behind schedule

Timeline

All SRTS projects are to be completed within 18 months from the date on the executed contract. All projects that are not complete at that time may be cancelled, and the sponsor may be required to return any federal funds expended on the project. A letter requesting an extension may be submitted prior to the end of the 18 month completion period. Each request will be reviewed and responded to accordingly.

Contracting

Following the announcement of SRTS funding, the project application is sent to the Division of Environmental Analysis (DEA) for clearance. Upon approval from the DEA, the project is submitted to the KYTC Programming for inclusion in the Statewide Transportation Improvement Plan (STIP) and the Transportation Improvement Plan (TIP), if applicable (Please see the Appendix for further details.) When the project completes the programming stage, it is reviewed by the Office of Legal Services. The SRTS contract is then routed to the sponsor for signatures and the adoption of a city or county resolution accepting the contract. The sponsor submits the contract to the OLP, where it is submitted to the KYTC Secretary for final execution.

The fully executed copy of the contract will be sent to the sponsor via email. No work can commence until the sponsor has received the fully executed contract from the KYTC.

Submission of Plans

If the project requires creation or modification of infrastructure, the sponsor must submit all final plans and specifications to the OLP for review. **Construction cannot start until the plans are approved by the OLP and written documentation has been sent to the project sponsor.** All applicants are encouraged to work with the Historic Preservation Coordinator within the OLP during the design and preparation process of the final plans. Once submitted to the OLP, the plans will be reviewed within 30 days by the OLP's historic preservation coordinator for compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, the American with Disabilities Act Guidelines, and the Kentucky Heritage Council's Streetscape Design Guidelines for Historic Commercial Districts as applicable to each project.

After the initial review, the OLP will make a recommendation and the plans will be sent to the Kentucky Heritage Council (KHC) for additional review and compliance of the above guidelines. The KHC also has a thirty (30) day review period. If at any time during the process review there are problems, or if changes are necessary with the plans and specifications, new plans illustrating the changes may be required to be submitted for review. Upon completion of the review, the KHC will send a recommendation back to the OLP. The OLP will notify the project applicants by letter with the results of the reviews.

Reimbursement

There are several steps a sponsor must follow in order to be reimbursed for incurred expenses:

- Submit the Official OLP invoice from signed by the sponsor
- Document the contract number in all correspondence
- Document the Federal Program number in all correspondence
- Include a brief description of the invoices with detailed receipts and cancelled checks

- All receipts and invoices must have a header including the name and address of the vendor
- A description of the services or items purchased must be included,
- Identify the amount of Disadvantaged Business Enterprise (DBE) participation for each invoice submitted
- Document the funding match with time sheets, property documents and records of in-kind contributions

Project Closure

When the project is completed, the sponsor should submit the final invoice along with the project closure form, available online at www.tea21.ky.gov, to the KYTC, OLP. After this form is submitted, the OLP will audit the project site and the final invoice will be processed. The sponsor will be paid either the balance remaining on the total funding award or the amount of the final invoice, whichever is less.

Web Resources

Kentucky Transportation Cabinet Safe Routes to School
<http://saferoutes.ky.gov>

Federal Highway Administration Safe Routes to School
<http://safety.fhwa.dot.gov/saferoutes/>

National Highway Traffic Safety Administration
<http://www.nhtsa.gov>

National Center for Safe Routes to School
<http://www.saferoutesinfo.org>

Safe Routes to School National Partnership
<http://www.saferoutespartnership.org/>

International Walk to School Day
<http://walktoschool.org>



CONGESTION MITIGATION AND AIR QUALITY

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Overview

The purpose of the Congestion Mitigation and Air Quality (CMAQ) program is to fund transportation projects or programs that will contribute to attainment or maintenance of the National Ambient Air Quality Standards (NAAQS) for ozone, carbon monoxide (CO), and particulate matter (PM).

The CMAQ program supports two important goals of the Department of Transportation: improving air quality and relieving congestion. The CMAQ program strives to reduce transportation-related emissions by providing state and local governments the option to fund different emission reduction and congestion reduction strategies. CMAQ funds provide for the implementation of a variety of unique projects, with examples ranging from bicycle and pedestrian facilities, ride sharing programs, transit improvements, traffic flow improvements, and truck stop electrification projects.

Eligibility

The only applicants eligible for this funding are state and local government agencies as well as private entities through public-private partnerships. Projects by nonprofit organizations are to be in partnership with a government sponsor (state or local government agency) in order to receive funding. Kentucky Transportation Cabinet Highway District Offices are not eligible to apply unless approved in advance by the Commissioner of Highways.

Federal CMAQ funds must be spent in non-attainment or maintenance areas as determined by the Environmental Protection Agency (EPA). The following counties in Kentucky are eligible for funding:

Boone, Boyd, Bullitt, Campbell, Christian, Daviess, Edmonson, Fayette, Jefferson, Kenton, Marshall, Oldham, and Scott
Portions of Greenup, Hancock, Lawrence, and Livingston Counties

Funds also may be used for projects in proximity to non-attainment and maintenance areas if the benefits will be realized primarily within the non-attainment or maintenance area. The delineation of an area considered "in proximity" should be discussed with the Federal Highway Administration (FHWA).

Projects are to serve a public purpose in perpetuity, and the facilities and/or services provided are to be on a nonprofit basis. **The government sponsor is responsible for:**

- Soliciting public support
- Obtaining required 20 percent matching funds
- Making all arrangements for match funding and long-term maintenance (if applicable) locally before applying for federal funds
- Administering the project
- Identifying the project in its financial accounting and annual audits

Eligible Activities

Congestion Mitigation and Air Quality (CMAQ) eligibility in Kentucky is determined using the following three primary criteria.

Capital Investment

CMAQ funds should be used for establishment of new or expanded transportation projects to help reduce emissions, including capital investments in transportation infrastructure, congestion relief efforts, diesel engine retrofits, or other capital projects.

Emission Reductions

Projects funded under the CMAQ program must be expected to result in ozone, carbon monoxide (CO), and particulate matter (PM 2.5) reductions. This can be demonstrated by the assessment of anticipated emission reductions that is required for most projects.

Public Good

CMAQ funded projects should be for the good of the general public. Public-private partnerships may be eligible, however, as long as public good (i.e., reduced emissions) results from the project.

A project application must meet the requirements of at least one of the following six categories to be considered for CMAQ funding. Projects may meet the requirements of more than one eligible category. CMAQ projects may be stand-alone projects or parts of larger projects.

Eligible Categories

There are six eligible categories: Inspection/Maintenance and Other Traffic Control Measures, Pedestrian/Bicycle, Shared Ride, Traffic Flow Improvements, Transit, and Demand Management.

I. Inspection/Maintenance and Other Transportation Control Measures

Alternative Fuels and Vehicles

Fuel—Establishing publicly-owned fueling facilities and related infrastructure to accommodate alternative-fuel vehicles is an eligible expense, unless privately-owned fueling stations are in place and reasonably accessible.

Non-transit vehicles—CMAQ funds may be used to purchase publicly-owned alternative fuel vehicles. Costs associated with converting fleets to run on alternative fuels are also

eligible. When private vehicles are purchased, only the cost difference between the alternative fuel vehicles and comparable conventional fuel vehicles is eligible. Hybrid vehicles—certain hybrid vehicles that have lower emission rates than their non-hybrid counterparts may be eligible for CMAQ investment. Hybrid passenger vehicles must meet Environmental Protection Agency requirements.

Inspection/Maintenance (I/M) Programs

Poor engine maintenance and malfunctioning of pollution control equipment can significantly increase the amount of emissions released per vehicle. CMAQ funds may be used to introduce, conduct, and provide start-up costs for automobile inspection and maintenance programs.

Extreme Low-Temperature Cold Start Programs

Projects intended to reduce emissions from extreme cold-start conditions are eligible for CMAQ funding. Such projects include retrofitting vehicles and fleets with water and oil heaters and installing electrical outlets and equipment in publicly-owned garages or fleet storage facilities.

Idle Reduction

Idle reduction projects that reduce emissions and are located within, or in proximity to and primarily benefiting, a non-attainment or maintenance area are eligible for CMAQ investment. Electrification or other idling reduction facilities and equipment that are constructed or located on rights-of-way of the Interstate system are also permitted.

Diesel Engine Retrofits & Other Advanced Truck Technologies

The projects under this category include vehicle replacement, diesel engine replacement, full engine rebuilding and reconditioning, and other technologies determined by the EPA as appropriate for reducing emissions from diesel engines. CMAQ funds may also be used to purchase and install emission control equipment on school buses. Refueling is not eligible as a stand-alone project.

Freight/Intermodal

Projects and programs targeting freight capital costs are eligible provided that air quality benefits can be demonstrated. Successful projects that reduce emissions could include new diesel engine technology or retrofits of vehicles or engines.

Transportation Control Measures (TCMs)

TCM projects may include traffic flow improvement programs, programs to restrict vehicle use or to reduce the need for SOV travel, and construction of paths for non-motorized means of transportation.

II. Bicycle/Pedestrian

Bicycle and pedestrian projects enable people who wish to use non-motorized forms of transportation to get around more easily. Eligible activities include construction of bicycle and pedestrian facilities (paths, racks, lockers) that are not exclusively recreational and reduce vehicle trips.

Examples of bicycle and pedestrian projects include providing on-street bicycle lanes, off-street trails, and improved sidewalk connectivity. These projects tend to be one-time capital investments that generate multiyear benefits. Although they may not measurably decrease congestion levels, they do provide alternatives to driving and can open up access to non-drivers, including children, to access employment, schools, parks, libraries, and other facilities.



III. Shared Ride

Transportation improvement projects make it easier for people to take advantage of the benefits of ridesharing. Park-and-Ride facilities provide a convenient place for people to join others in a carpool or vanpool or take advantage of transit service. Rideshare matching services help individual travelers find other people to join for rides.

These projects enable the road system to carry more people with fewer vehicles, thereby increasing the efficiency of the transportation network and reducing traffic congestion. They provide alternatives to driving alone, which can yield benefits, such as reducing parking and vehicle operating costs and reducing travel time if HOV facilities are available.

IV. Traffic Flow Improvements

This strategy reduces emissions by promoting efficient traffic movement, thereby reducing unproductive travel delays and emissions resulting from engine idling. There are many ways to reduce and improve air quality by improving traffic flow. These include: traffic signal synchronization, channelization, high occupancy vehicle lanes, and transportation management improvements.

Traditional Improvements

Traditional traffic flow improvements, such as the construction of roundabouts, HOV lanes, left-turn or other managed lanes, are eligible for CMAQ funding provided they demonstrate net emissions benefits.

Intelligent Transportation Systems

Intelligent Transportation Systems (ITS) projects, such as traffic signal synchronization projects, traffic management projects, and traveler information systems, can be effective in relieving traffic congestion, enhancing transit bus performance, and improving air quality.

Value/Congestion Pricing

Congestion pricing is a market-based mechanism that allows tolls to rise and fall depending on capacity and demand. Eligible expenses may include tolling infrastructure and small roadway modifications to enable tolling if the project will generate an emissions reduction.

Parking pricing can include time-of-day parking charges that reflect congested conditions. These strategies should be designated to influence trip-making behavior and may include charges for using a parking facility at peak periods, or a range of employer-based parking cash-out policies that provide financial incentives to avoid parking or driving alone.

V. Transit

Many transit projects are eligible for CMAQ funds. The general guideline for determining eligibility is whether the project increases capacity and would likely result in an increase in transit ridership and a potential reduction in congestion. Eligible transit projects may fall in the areas of new or modified transit facilities and vehicles. In addition, conventional or alternative fuel may also be eligible when part of project providing operating assistance for new or expanded transit service under the CMAQ Program.

Transit services include buses, light rail, heavy rail, commuter rail, and ferry operations, as well as small buses and vans providing more customized service. Projects to expand the transit system, such as new bus and shuttle services, can increase mobility by providing new opportunities to reach more destinations. Transit system improvements, such as busways, bus priority systems, and rail projects, often can increase the speed of

transit services, reducing travel time for passengers and attracting people who might otherwise drive.

Advanced transit technologies, which increase the reliability and ease of using transit, and customer amenities, such as benches and shelters, can help to increase the comfort associated with transit and attract customers. New ways of monitoring and maintaining transit fleets through advanced locating devices and equipment monitoring systems help improve the reliability of transit services. Real-time transit information systems provide access to better information about services.

Electronic fare-payment systems, or smart cards, enable passengers to pay for parking, bus, and rail fares, and to easily transfer between transit systems using one smart card, rather than using exact change. CMAQ funds may also be used to subsidize regular transit fares in an effort to reduce emissions; however, these projects must meet a series of eligibility requirements.



VI. Demand Management

Travel Demand Management

Travel demand management includes a diverse set of activities that focus on physical assets and services that support better decision-making for travelers choosing modes, times, routes, and locations. The demand for transportation can be moderated by adopting incentives that minimize the aggregate number of Single Occupancy Vehicle (SOV) trips and miles traveled. Such projects can help ease congestion and reduce SOV use—contributing to mobility, while enhancing air quality and saving energy resources. Travel demand management encompasses a diverse set of activities ranging from traditional carpool and vanpool programs to more innovative parking management and road pricing measures.

The following activities are eligible if they are explicitly aimed at reducing SOV travel and associated emissions:

- Fringe parking (park and ride lots)
- Traveler information services
- Shuttle services
- Guaranteed ride home programs
- Carpools, vanpools
- Traffic calming measures
- Parking pricing
- Variable road pricing
- Telecommuting
- Employer-based commuter choice programs

Other Eligible Activities

Each of the six categories list above (Demand Management, Inspection/Maintenance and other Transportation Control Measures, Pedestrian/Bicycle, Shared Ride, Traffic Flow Improvements, and Transit) may also include Public Education and Outreach Activities, Experimental Pilot Projects, and Public-Private Partnerships.

Public Education and Outreach Activities

The goal of CMAQ-funded public education and outreach activities is to educate the public, community leaders, and potential project sponsors about connections among trip making and transportation mode choices, traffic congestion, and air quality. Public education and outreach can help communities reduce emissions and congestion by inducing drivers to change their transportation choices. More important, an informed public is likely to support larger regional measures necessary to reduce congestion and meet emission requirements.

Experimental Pilot Projects

For a project or program to qualify as an experimental pilot, it must be defined as a transportation project and be expected to reduce emissions by decreasing vehicle miles traveled (VMT), fuel consumption, congestion, or by other factors. The Federal Highway Association (FHWA) encourages agencies to creatively address their air quality problems and to experiment with new services, innovative financing arrangements, public-private partnerships, and complementary approaches that use transportation strategies to reach clean air goals.

Given the untried nature of these pilot projects, before-and-after studies are required to determine actual project impacts on air quality as measure by net emissions reduced. These assessments should document the project's immediate impacts in addition long-term benefits. These experimental pilots are not intended to bypass the definition of basic project eligibility but seek to better define the projects' future role in strategies to reduce emissions.

Public-Private Partnerships

In a Public-Private Partnership, a private or non-profit entity's resources replace or supplement State or local funds and possibly a portion of the Federal-aid in a selected project. Partnerships must have a legal, written agreement in place between the public agency and the private or non-profit entity before a CMAQ-funded project may be implemented. These agreements should be developed under relevant State contract law and should specify the intended use for CMAQ funding; the roles and responsibilities of the participating entities, and how the disposition of land, facilities, and equipment will be carried out should the original terms of the contract be altered. Public funds should not be invested where a strong public benefit cannot be demonstrated. Consequently, CMAQ funds must be devoted only to Public-Private Partnerships that benefit the general public by clearly reducing emissions, not for financing marginal projects.

Ineligible Activities

➤ Highway and Transit Maintenance and Reconstruction Projects

Routine maintenance projects are not eligible for CMAQ funding. Routine maintenance and rehabilitation on existing facilities maintains the existing levels of highway and transit service, and therefore maintains existing ambient air quality levels.

➤ Construction of SOV Capacity

Construction projects which will add new capacity for single occupancy vehicles (SOV) are not eligible under this program. For purposes of this program, construction of added capacity for SOV means the addition of general purpose through lanes to an existing facility which are not HOV lanes, or construction of a highway at a new location.

➤ Light-duty vehicle scrappage programs

➤ Stand-alone projects to purchase fuel

➤ Salaries, Fringe Benefits, and Overhead

Salary, fringe benefits, and overhead are not eligible for reimbursement with CMAQ funds in Kentucky. The CMAQ Program will reimburse staff time directly related to an eligible project activity. Fringe benefits may count toward the required local match.

Additional Eligibility Requirements

Financial

The Congestion Mitigation and Air Quality (CMAQ) program is a reimbursement program. Therefore, the proposed project shall be selected, approved, programmed, and contracted with the Kentucky Transportation Cabinet prior to the expenditure of any funds included in the request. Any funds expended by the applicant before contract execution shall not be reimbursed. The project shall include a minimum local match of 20 percent of the total project cost. Written confirmation(s) of the match by the appropriate official or contributor is required to be included in the full application.

Only elements of a project deemed eligible shall be reimbursed with CMAQ funds. In-kind contributions (e.g., donated labor, materials, and equipment) may be credited toward the local match if approved by Office of Local Programs. A written request for approval of in-kind contributions toward the match is required.

Budget and Maintenance Plans

A comprehensive budget as well as a maintenance plan, if applicable, must be attached to the contract executed by the KYTC. Therefore, a detailed, accurate budget is required throughout the application process. Operating and maintenance costs shall be included and the funding source identified.

The total cost estimate provided in the application will be used to determine the amount of funds awarded. A project may receive funds for a reduced scope or in an amount less than requested.

Due to the limited amount of funding, the total project amount funded with CMAQ funds will be the maximum amount reimbursed. If costs exceed the estimate, the sponsor will be responsible for covering the additional costs and must demonstrate the ability to do so. If a sponsor would like to request to reallocate items in the budget, a budget amendment may be submitted to the Office of Local Programs for review. **Only two budget amendments will be accepted during the project life cycle.**

A maintenance plan, if applicable, should include a description of how the government sponsor plans to maintain the infrastructure funded by the project after all of the CMAQ federal funds have been expended. Sponsors are required to maintain this project in perpetuity for the public.

Property Management

Federal Highway Administration (FHWA) property management rules require that income generated by the lease, sale, or other use of real property acquired with federal funds shall be on the basis of fair market value. Such income shall be used on this Congestion Mitigation and Air Quality (CMAQ) project or any other Title 23 (transportation) eligible project. Occupancy of any structure constructed or improved with CMAQ funds is restricted to public entities and nonprofit organizations.

Appraisals

Appraisals for the acquisition of real-property interests or for donation credit shall be prepared in accordance with the KYTC and FHWA policies and guidelines using a KYTC pre-qualified appraiser. No appraisal work is to be started until the appraiser has met with the Division of Right of Way and Utilities appraisal personnel to discuss standards, requirements, and valuation problems that may be encountered on the assignment. Preservation easements shall be required on all properties acquired prior to the reimbursement of funds, and the projects shall provide for the public access. Any appraisal must be reviewed and approved by KYTC Central Office review appraisers. Project sponsors shall submit three (3) copies of the appraisal to the OLP for review.

Disadvantaged Business Enterprise (DBE)

The DBE Program ensures equal opportunity to socially and economically disadvantaged small businesses. The Kentucky Transportation Cabinet's DBE Directories can be found at: www.transportation.ky.gov/OBOD/DBE_Directory.pdf

Wage Requirements

The Davis-Bacon Act (prevailing federal wage) shall apply to Congestion Mitigation and Air Quality (CMAQ) projects of \$2,000 or greater within the right of way of a federal-aid highway. If the CMAQ project is outside the right of way, the Davis-Bacon Act does not apply. If the cost within the federal-aid highway right of way is greater than \$2,000 for a project partially on and off the right of way, the Davis-Bacon Act applies. Prevailing state wage rates shall apply to all projects with a total cost of \$250,000 or greater. Cost estimates prepared shall consider these requirements.

Projects shall comply with:

Model Procurement Code as it relates to local public agencies (KRS 45A.343, 345-460)
Title VI of the Civil Rights Act and Environmental Justice, Disadvantaged Business Enterprise Manual on Uniform Traffic Control Devices (MUTCD)

Other requirements are qualifications-based selection of professional services, including engineering and architectural services, and competitive bidding procedures for construction and related activities in addition to any other applicable requirements for federal funding of the specific project.

Americans with Disabilities Act (ADA)

A commitment shall be made to comply with ADA accessibility requirements.

ADA Information Lines: **800-514-0301 (voice) 800-514-0383 (TDD)**

U.S. Department of Justice ADA web site: <http://www.usdoj.gov/crt/ada/>

Environmental Compliance

All Congestion Mitigation and Air Quality projects shall conform with:

National Environmental Policy Act (NEPA)
Section 4(f) of 49 United States Code (USC) 303
National Historic Preservation Act
Section 404 of the Clean Water Act

ADDITIONAL WEBSITE INFORMATION:

Environmental Protection Agency

<http://www.epa.gov/>

Federal Highway Administration CMAQ Brochure

<http://www.fhwa.dot.gov/environment/cmaqbroc.pdf>

Federal Highway Administration CMAQ Program Guidance

<http://www.fhwa.dot.gov/environment/cmaq06gd.pdf>

Federal Highway Administration CMAQ website

<http://www.fhwa.dot.gov/environment/cmaqpgs/index.htm>

Kentucky Division of Air Quality

<http://www.air.ky.gov/>

Kentucky Transportation Cabinet CMAQ

http://tea21.ky.gov/air_quality.asp

APPLICATION PROCESS

Applicants must complete requirements from both the Kentucky Transportation Cabinet Office of Local Programs and the State Clearinghouse to be considered for funding.

Office of Local Programs Requirements

To apply for Congestion Mitigation and Air Quality (CMAQ) funds, an applicant must be located in one or more of the eligible areas and be proposing a project that falls in one or more of the eligible categories. If the eligibility criteria are met, the government sponsor should complete the application and submit the completed documents no later than December 31.

The applicant is to submit six (6) identical copies of the full application. Each copy is to be stapled or bound in a folder (but not in a three-ring binder) and is not to exceed one-half inch in thickness. The government sponsor is to keep the original and at least one copy for its use. The applicant is to identify clearly the government sponsor and the project title on the front of the application packet.

If a proposed project is located within an urbanized area, the applicant is to submit the completed application to the appropriate Metropolitan Planning Organization (MPO). Please see pages 88-89 for a list of the MPOs and contact information. The MPOs will review and provide a prioritized recommendation to the Kentucky Transportation Cabinet (KYTC).

If the proposed project is not located in an urbanized area the application should be submitted directly to the KYTC Office of Local Programs (OLP). The OLP requires that the application packet be postmarked by December 31. The OLP shall not accept applications postmarked after that date.

Applications for all projects not in an urbanized area should be submitted to:

Kentucky Transportation Cabinet
Office of Local Programs: CMAQ
200 Mero Street, 6th Floor
Frankfort, KY 40622

[State Clearinghouse Requirements](#)

Pursuant to Presidential Executive Order 12372, the applicant shall submit to the State Clearinghouse for Intergovernmental Review 10 copies of only the following before submitting the full application to the Office of Local Programs (OLP):

- Cover letter identifying the funding program
- Application for Federal Assistance (424 form)
- Brief narrative describing the project
- Detailed budget
- 8 ½" x 11" topographical map clearly showing the activity for which funding is sought

The Area Development Districts (ADDs) can assist with this activity. A list of the ADDs and their contact information is located at the end of this guidebook.

The State Clearinghouse does not require that the requesting agency submit the entire application as sent to the OLP. A link to the State Clearinghouse may be found at www.gold.ky.gov/clearinghouse.

The applicant shall submit these documents to:

Kentucky Department for Local Government
State Clearinghouse
1024 Capital Center Drive, Suite 340
Frankfort, KY 40601

If a proposed project is located within an urbanized area, the applicant is to submit an additional copy of these documents to the appropriate Metropolitan Planning Organization (MPO). (See the Appendix for MPO addresses.)

Review Process

After the deadline, each Metropolitan Planning Organization (MPO) will review the applications received and will submit all applications to the Office of Local Programs (OLP) with a prioritized list of projects. The proposed projects will be sent to the Division of Air Quality (DAQ) for review and comment. The OLP will then conduct a thorough review of each application and organize the applications for review by the Congestion Mitigation Advisory Committee, selected by the OLP. The Committee may include, but is not limited to, a representative from each of the following:

- Division of Planning
- Environment and Public Protection Cabinet Division of Air Quality (EPPC-DAQ)
- Department for Local Government (DLG)
- KYTC Office of Transportation Delivery
- Metropolitan Planning Organizations (MPOs)
- State Bicycle/Pedestrian Coordinator

Office of Local Programs (OLP) Selection Criteria

The SAFETEA-LU legislation directs States and MPOs to give priority to two categories of funding. First, to diesel retrofits, particularly where necessary to facilitate contract compliance, and other cost-effective emission reduction activities, taking into consideration air quality and health effects. Second, priority is to be give to cost-effective congestion mitigation activities that provide air quality benefits. Other factors that will be considered in the selection process are:

- Air Quality Benefits
- Demonstrated need for the project
- Benefit to the community (i.e., reduced emissions)
- Widespread community support
- Relationship to local, regional, and statewide plans/initiatives
- Prioritization by MPO
- Project cost, availability of matching funds to complete the project, ability to leverage other funding, and plans to provide ongoing maintenance costs
- Reliable budget and engineering estimates
- Demonstrated ability to administer funding, including previous CMAQ funds
- Project readiness for implementation
- Overall distribution of CMAQ funds and the mix of projects representing a number of eligible categories

The Commissioner of the Department of Rural & Municipal Aid shall then provide recommendations to the Secretary of the Transportation Cabinet for review. Upon that review, the OLP shall forward approved recommendations to the Governor's Office for review.

The OLP will submit a list of the projects to the Kentucky Division of the Federal Highway Administration (FHWA) for an eligibility determination.

[Announcement of Awarded Projects](#)

The Office of Local Programs shall announce the names of the fund recipients in early summer. Each recipient shall then submit a revised application in which the amount of the budget matches the announced funding amount and any items deemed ineligible have been removed. Once the recipient acceptably revises the application, the Kentucky Transportation Cabinet (KYTC) shall submit to the Federal Highway Administration (FHWA) the project information for programming of funds for reimbursement. The recipient shall enter into a contract with the KYTC. Any action the recipient takes prior to the execution of this contract by the KYTC shall not be eligible for reimbursement or count towards the required local match unless specifically approved in advance by the Cabinet.

[Workshop](#)

After the Office of Local Programs (OLP) announces the awards, recipients of funds shall attend a mandatory OLP workshop regarding the implementation of the funds. The OLP may provide a choice of dates and locations. Failure to participate in an implementation workshop can result in the reassignment of funds to another project.

[Contracting](#)

Following the announcement of Congestion Mitigation and Air Quality (CMAQ) funding, the project application is sent to the Division of Environmental Analysis (DEA) for clearance. Upon approval from the DEA, the project is submitted to the Kentucky Transportation Cabinet (KYTC) Programming for inclusion in the Statewide Transportation Improvement Plan (STIP) and the Transportation Improvement Plan (TIP), if applicable. Following legal review, the CMAQ contract is routed to the sponsor for signatures and a city or county resolution accepting the contract. Once the project completes the programming stage and the sponsor submits the contract to the Office of Local Programs (OLP), the contract will be submitted to the KYTC Secretary for final execution. The fully executed copy of the contract will be sent via mail to the sponsor. No work can commence until the sponsor receives the fully executed contract from the KYTC.

[Submission of Plans](#)

If the project requires creation or modification of infrastructure, the sponsor must submit all final plans and specifications to the (OLP) for review. **Construction cannot start until the plans are approved by the OLP and written documentation has been sent to the project sponsor.** All applicants are encouraged to work with the historic preservation coordinator within the OLP during the design and preparation process of the final plans. Once submitted to the OLP, the plans will be reviewed within thirty (30) days by the OLP's historic preservation coordinator for compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, the Americans with Disabilities Act Guidelines, and the Kentucky Heritage Council's Streetscape Design Guidelines for Historic Commercial Districts as applicable to each project.

After the initial review, the OLP will make a recommendation and the plans will be sent to the Kentucky Heritage Council (KHC) for additional review and compliance of the above guidelines. The KHC also has a thirty (30) day review period. If at any time during the review process there are problems, or if changes are necessary with the plans and specifications, new plans illustrating the changes may be required to be submitted for review. Upon completion of the review, the KHC will send a recommendation back to the OLP. The OLP will notify the project applicants by letter with the results of the reviews.

Reimbursement

There are several steps a sponsor must follow In order to be reimbursed for incurred expenses.

- Submit the official Office of Special Program invoice form signed by the sponsor.
- Document the contract number in all correspondence.
- Document the Federal Program number in all correspondence.
- Include a brief description of the invoices and work completed.
- Support the invoices with detailed receipts and cancelled checks.
- All receipts and invoices must have a header with the name and address of the vendor.
- A description of the services or items purchased must be included.
- Identify the amount of Disadvantaged Business Enterprise (DBE) participation for each invoice submitted.
- Document the funding match with time sheets, property documents, and records of in-kind contributions.

Progress Report

The Project contact shall send a progress report, available online at www.tea21.ky.gov, to the Office of Local Programs (OLP) at the end of each calendar year. The report shall include at a minimum:

- Current status of the project
- Funds expended
- Detailed timeline for completion of the project
- Justification for the delay if the project is behind schedule

Timeline

The applicant should be prepared to provide information necessary for programming the funds and entering into a contract agreement with the Kentucky Transportation Cabinet within one (1) year after the announcement. If the contract agreement is not executed within one (1) year of the announcement, funds may be recaptured.

When funds are programmed and a contract agreement executed, the recipient of funding shall have three (3) years to complete the project. Failure to show substantive progress toward completion within the three (3) years may result in the cancellation of Congestion Mitigation and Air Quality (CMAQ) funding.

Project Closure

When the project is completed, the sponsor should submit the final invoice along with the project closure form, available online at www.tea21.ky.gov, to the Kentucky Transportation Cabinet (KYTC) Office of Local Programs (OLP). After this form is submitted, the OLP will audit the project site and the final invoice will be processed. The sponsor will be paid either the balance remaining on the total funding award or the amount of the final invoice, whichever is less.



Cumberland Falls, Corbin, Kentucky
Cumberland Cultural Heritage Highway

SCENIC BYWAYS & HIGHWAYS

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OVERVIEW

The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 established a Scenic Byways Advisory Committee to develop a national scenic byways program. ISTEA further encouraged individual states to institute a state scenic byways program. ISTEA has been reaffirmed and reauthorized by the Transportation Equity Act for the 21st Century (TEA-21) and the latest federal law Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) providing funding for the program.

A Scenic Byway or Highway has roadsides or view-sheds with scenic (aesthetic), natural, cultural, historical, archeological and/or recreational value worthy of preservation, restoration, protection, and enhancement. Scenic highways are roads which meet the American Association of State Highway and Transportation Officials (AASHTO) guidelines for highways and are state maintained as part of the state Primary Road System. These roads carry greater traffic volumes at higher travel speeds than scenic byways. Scenic byways are roads of lower traffic volumes and slower travel speeds. These byways by statute are locally maintained roadways with safety of travel as a prime consideration.

The KYTC has oversight responsibility for the Scenic Byways and Highways Program. The KYTC serves to:

- Establish specific criteria for designation as a state scenic byway or highway
- Review applications for designation to statewide scenic system
- Officially designate routes as part of statewide scenic system
- Oversee statewide signage and promotion (In corporation with the Department of Tourism)
- Administer funds for projects related to the scenic system
- Be a central repository and clearinghouse for information
- Provide technical support
- Provide for safety and service of traveling public
- Ensure integrity of system through oversight and de-designation when appropriate
- Work with Federal Highway Administration (FHWA) to incorporate any applicable Kentucky scenic route into the national network

When the KYTC places a route on the Kentucky Scenic Byways and Highways network, the Cabinet is only designating the actual roadway and the associated declared right-of-way. Designation as a scenic route will not affect the level of maintenance or the agency responsible for maintenance. The ongoing responsibility and concern shall be to ensure safety and travel service on the road.

Designation of a route as a Scenic Byway or Highway shall in no way be construed as prohibiting the Kentucky Transportation Cabinet from making transportation-related improvements as deemed appropriate by the cabinet.

Construction and maintenance procedures for the roads with scenic designation may be developed to reasonably provide for the safety and service of the traveling public. Projects may be accomplished by the KYTC to mitigate safety problems or improve the quality of the road. If designation as a scenic route jeopardizes public safety, the Cabinet can and will deny and/or remove the route from the Scenic Byways and Highways Program.



McNeils Crossing --KNOX COUNTY Wilderness Road National Scenic Byways

State Designation

The KYTC envisions a Scenic Byways and Highways Program based on strong local and/or regional support and commitment. Applicants and/or applicant groups are to unite public and private support and resources along the route. They are to prepare the application for designation of the route as part of the state scenic program. Awardees will have primary responsibility for the ongoing monitoring of the scenic qualities of the viewshed or adjacent land areas. Failure to act responsibly in this management role may result in the loss of the qualities which make the route scenic. Changes in the scenic character may result in review by the KYTC and possible removal of the designation as a Scenic Byway or Highway.

The KYTC views the Scenic Byways and Highways program as a unique opportunity for government, private citizens, and organizations through cooperative efforts to protect the state's natural scenic resources, promote tourism, foster associated economic development, and maximize the potential of little traveled or bypassed roads.

[State Designation Application Process](#)

[Office of Local Programs Requirements:](#)

[Intent-To-Apply Form](#)

The Office of Local Programs (OLP) requires all potential applicants to complete the Scenic Byway State Designation Intent-To-Apply form. Completion of this form allows the OLP to review the proposed projects and provide the applicants with valuable information before the completion of a full application.

The only entities eligible to apply for State Scenic Byway project designation are state and local government agencies. Nonprofit organizations, byways groups, tourism departments, etc., are to be in partnership with a government sponsor (state or local government agency). The party nominating the byway or highway is the “byway leader” and “sponsor.”

[Letter of Invitation](#)

After reviewing the Intent-To-Apply forms, OLP shall send each applicant either (a) a letter of invitation to submit a full application or (b) a letter of ineligibility. The full application shall be available only to applicants who receive letters of invitation.

Sponsors may apply for State Scenic Byway or Highway designation at any time throughout the year. Following consultation with the state Scenic Byway coordinator, eligible applicants may complete the full State Scenic Byways and Highways application (TC 20-26E, formerly TC 52-200), found at the OLP website. Six (6) identical copies of the full application should be submitted to the OLP for consideration. Each copy is to be bound (but not in a three-ring binder). The project sponsor is to keep the original and at least one copy for its use. The applicant is to identify clearly the sponsor and the project title on the front of the application packet.

*To extend a previously designated state Scenic Byway or Highway, the designation process listed above must be followed.

The applicant is to submit the application packet to:

Kentucky Transportation Cabinet
Office of Local Programs
Scenic Byways & Highways
200 Mero Street, 6th Floor
Frankfort, KY 40622



Natural Bridge Arches, Red River Gorge National Scenic Byway, Wolf County, Kentucky

The following criteria will be considered equally in evaluating State Byway and Highway designation applications:

Significance of Intrinsic Qualities

The regional significance of the Intrinsic Quality(s) as directly related to the road. The six (6) intrinsic qualities as defined on www.bywaysonline.org are as follows:

Archaeological Quality

Involves those characteristics of the scenic byways corridor that are physical evidence of historic or prehistoric human life, or activity that are visible and capable of being inventoried and interpreted. The scenic byways corridor's archeological interest, as identified through ruins, artifacts, structural remains, and other physical evidence have scientific significance that educate the viewer and stir appreciation for the past.

Cultural Quality

Evidence and expressions of the customs or traditions of a distinct group of people. Cultural features including, but not limited to, crafts, music, dance, rituals, festivals, speech, food, special events, vernacular architecture, etc., are currently practiced. The cultural qualities of the corridor could highlight one or more significant communities and/or ethnic traditions.

Historic Quality

Encompasses legacies of the past that are distinctly associated with physical elements of the landscape, whether natural or manmade, that are of such historic significance that they educate the viewer and stir an appreciation for the past. The historic elements reflect the actions of people and may include buildings, settlement patterns, and other examples of human activity. Historic features can be inventoried, mapped, and interpreted. They possess integrity of location, design, setting, material, workmanship, feeling, and association.

Natural Quality

Applies to those features in the visual environment that are in a relatively undisturbed state. These features predate the arrival of human populations and may include geological formations, fossils, landform, water bodies, vegetation, and wildlife. There may be evidence of human activity, but the natural features reveal minimal disturbances.



Via Ferrata Climbing Adventure, Red River Gorge
National Scenic Byway, Wolf County, KY

Recreational Quality

Involves outdoor recreational activities directly associated with and dependent upon the natural and cultural elements of the corridor's landscape. The recreational activities provide opportunities for active and passive recreational experience. The recreational activities may be seasonal, but the quality and importance of the recreational activities as seasonal operations must be well recognized.

Scenic Quality

The heightened visual experience derived from the view of natural and manmade elements of the visual environment of the scenic byway corridor. The characteristics of the landscape are strikingly distinct and offer a pleasing and most memorable visual experience. All elements of the landscape-landform, water, vegetation, and manmade developments-contribute to the quality of the corridor's visual environment. Everything present is in harmony and shares in the intrinsic qualities.

Unique Experience

Quality and quantity of points of interest and available activities along the byways that illustrate one or more intrinsic qualities which are distinct and most representative of the region.

Preparedness

Demonstrated readiness of byways communities and service providers to promote the resources of the corridor and share the story of the intrinsic quality(s).

Continuity and Wayfinding

How travelers learn about and increase their understanding of the intrinsic quality(s) and its relationship to the road.

Community Involvement and Support

Support of local communities, agencies, organizations, and residents. Documentation that demonstrates the applicant has assessed support and opposition to designation efforts. (Letters of support are to be submitted ONLY with the designation application.)

State Designation Determination Process

The Scenic Byways Advisory Committee (SBAC), which is made up of the State Scenic Byways & Highways Coordinator, a representative from the Office of Local Programs (OLP), the state Bicycle-Pedestrian Coordinator, and a Department of Tourism representative, which will review each application for State Byway designation. The SBAC will make a recommendation to the Transportation Tourism Interagency Committee (TTIC), who also reviews the application. The TTIC will then forward its recommendation to the KYTC Secretary who will make the final decision.

The SBAC and TTIC also advise the Secretary on de-designations of byways and highways that have deteriorated from the condition which they were originally designated.

National Scenic Byways–Designation & Funding

Office of Local Programs Requirements

With support from their State Scenic Byways and Highways Coordinator, state or local government sponsors, in cooperation with byway leaders, may nominate any Kentucky Scenic Byway or Highway for possible designation by the U.S. Secretary of Transportation as a National Scenic Byway or All-American Road (note: there is no national distinction between scenic highways and scenic byways). Careful thought and significant effort should go into each national nomination. Stakeholders need to know what benefits could result from the designation and what their responsibilities are when they become part of the collection of America's Byways®. This designation, based on one or more archaeological, cultural, historic, natural, recreational, and/or scenic intrinsic qualities, enables sponsors to make application for National Scenic Byways Program Funds to implement projects along the Byway. Project activities eligible for these federal program funds are:

1. An activity related to the planning, design, or development of a State Scenic Byway program.
2. Development and implementation of a corridor management plan to maintain the scenic, historical, recreational, cultural, natural, and archaeological characteristics of a byway corridor while providing for accommodation of increased tourism and development of related amenities.
3. Safety improvements to a State Scenic Byway, National Scenic Byway, or All-American Road to the extent that the improvements are necessary to accommodate increased traffic and changes in the types of vehicles using the highway as a result of the aforementioned designation.
4. Construction along a Scenic Byway of a facility for pedestrians and bicyclists, rest area, turnout, highway shoulder improvement, overlook, or interpretive facility.
5. An improvement to a Scenic Byway that will enhance access to an area for the purpose of recreation, including water-related recreation.
6. Protection of scenic, historical, recreational, cultural, natural, and archaeological resources in an area adjacent to a Scenic Byway.
7. Development and provision of tourist information to the public, including interpretive information about a Scenic Byway.
8. Development and implementation of a Scenic Byway marketing program.

The KYTC administers all Scenic Byways and Highways project funds awarded from the federal government, as such, when considering development and submission of a National Scenic Byway designation application, project sponsors should first transmit to the OLP State Scenic Byways and Highways Coordinator an informational Intent to Apply. This form can be found at the OLP website, www.tea21.ky.gov.

This transmittal should be sent to:
Kentucky Transportation Cabinet
Office of Local Programs-Scenic Byways & Highways
200 Mero Street, 6th Floor
Frankfort, KY 40622

The State Coordinator will assist the sponsor in reviewing requirements and discuss the eligibility of proposed projects. **Application for these monies is generally made yearly.** The Federal Highway Administration (FHWA) will solicit projects through the KYTC. The Cabinet, in turn, will issue a statewide call for applications.

Application forms for Federal Scenic Byway designation and funding will be found online. A 20% cash or in-kind match is required. The web link for the application site is <http://www.bywaysonline.org/grants/application/>. This webpage contains important application preparation information provided by the FHWA. Following receipt of applications by the OLP, they are then submitted, by OLP staff to the FHWA Kentucky Division Office. Following intensive review by FHWA staff, the U.S. Secretary of Transportation will make the final project selection and subsequent funding announcements.

[Funding & Reimbursement](#)

Should an application be chosen for funding, awardees shall work closely with the OLP and the KY Scenic Byways Coordinator to move their project to the "Contract Stage".

For all projects, evidence of Commitment of Other Funds for the project's 20% non-federal share must be submitted as soon as possible after funding announcement.

Some projects may involve environmental clearances. The Scenic Byways Coordinator will initiate this process per established KYTC procedures. Obtaining these clearances can involve various steps ranging from a single document, usually applicable to byway planning activities, to extensive documentation, i.e. plans/specifications, environmental assessments/impact statements, etc., necessitated by construction related projects.

Upon completion of the Environmental Analysis process, the Scenic Byways Coordinator will collaborate with the KYTC Division of Program Management to include the project in the State Transportation Improvement Plan or the Transportation Improvement Plan, as applicable.

Implementation Workshop

Prior to initiation of the Contracting process, a mandatory Project Implementation Workshop will be conducted by the FHWA Kentucky representative and KY OLP staff to review administrative guidelines for the project. Attendees shall include the Chief Executive Officer (CEO) and Fiscal Officer of the sponsoring entity, and Project Administrator. Other key parties may also be included. The meeting format and topics discussed will focus on financial management, regulatory compliance, and other programmatic issues that may vary depending on project specificity. The OLP shall provide a choice of dates and locations. Failure to participate in an implementation workshop can result in the reassignment of funds to another project.

Following the Project Implementation Workshop, pending the submission, by the Project Sponsor, and approval, by the OLP, of additional information as required, the Contract between the KYTC and the project sponsor will then be prepared and transmitted for execution. No work can begin on the project until the project sponsor receives the fully executed contract from the KYTC.

NOTEThe Federal Scenic Byway funds are provided on a reimbursement basis. Any project costs committed or expended prior to execution of the Contract between the KYTC and the Recipient are not eligible for reimbursement.

Regulations

Federal law prohibits new billboard construction along nationally designated scenic byways that are interstate, National Highway System, or Federal-aid Primary Highways. Existing billboards are allowed to remain. Regarding state-designated byways and highways, Kentucky law is consistent with Federal law on advertising devices for scenic highways or those highways which are state maintained. However, Kentucky law is more restrictive including, limited access highways and turnpikes as additional roadways on which advertising is further exempted. Existing billboards that were legal or designated as nonconforming on the date the highway was designated scenic are allowed to remain on the scenic byway or highway.

Disadvantaged Business Enterprise (DBE)

The Disadvantaged Business Enterprise (DBE) Program ensures equal opportunity to small, socially, and economically disadvantaged businesses. The KYTC's DBE Directories can be found at www.transportation.ky.gov/OBOD/DBE_Directory.pdf

Wage Requirements

The Davis-Bacon Act (prevailing federal wage) shall apply to Scenic Byways projects of \$2,000 or greater within the right of way of a federal-aid highway. If the project is

outside the right of way, the Davis-Bacon Act does not apply. If the cost within the federal-aid highway right of way is greater than \$2,000 for a project partially on and off the right of way, the Davis-Bacon Act applies. Prevailing state wage rates shall apply to all projects with a total cost of \$250,000 or greater. Cost estimates prepared shall consider these requirements.

Projects shall comply with:

- Model Procurement Code as it relates to local public agencies (KRS45A.343, 345-460)
- Title VI of the Civil Rights Act and Environmental Justice, Disadvantaged Business Enterprise
- Uniform Relocation Act

Other requirements are qualifications-based selection of professional services, including engineering and architectural services, and competitive bidding procedures for construction and related activities in addition to any other applicable requirements for federal funding of the specific project.

[**Americans with Disabilities Act \(ADA\)**](#)

A commitment shall be made to comply with ADA accessibility requirements.

ADA information lines: **800-514-0301 (voice) and 800-514-0383 (TDD)**

[**Environmental Compliance**](#)

All Scenic Byways projects shall conform with:

- National Environmental Policy Act (NEPA)
- Section 4(f) of 49 United States Code (USC) 303
- National Historic Preservation Act
- Section 404 of the Clean Water Act

TRANSPORTATION, COMMUNITY, AND SYSTEM PRESERVATION

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Transportation, Community, & System Preservation Program

Overview

The Transportation, Community, and System Preservation (TCSP) program is a Federal Highway Administration (FHWA) Program authorized by Section 1117 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU, Public Law 109-203).

The TCSP program provides federal discretionary funding to States, Metropolitan Planning Organizations, and local governments. The TCSP federal program share is 80% or subject to the sliding scale rate (23 USC 120(b)). This funding may be used to implement eligible projects that integrate transportation, community, and system preservation plans and practices that:

1. Improve the efficiency of the transportation system of the United States.
2. Reduce the impacts of transportation on the environment.
3. Reduce the need for costly future investments in public infrastructure.
4. Provide efficient access to jobs, services, and centers of trade.
5. Examine community development patterns and identify strategies to encourage private sector development.

Activities eligible for Federal highway and transit funding (title 23, U.S.C., or Chapter 53 of title 49, U.S.C.) are also eligible for TCSP Program funding, as are other activities determined by the U.S. Secretary of Transportation to be appropriate.

The Office of Local Programs (OLP), in cooperation with the FHWA Division Office, has the responsibility of administrative oversight of the TCSP program. It is important to contact the Kentucky TCSP coordinator as early as possible in the project planning process to ensure compliance with Federal-aid requirements.

In addition to the TCSP program, the OLP does, from time to time, provide administrative oversight for various federally funded "Special Projects". For these "Special Projects", as well as those funded by the TCSP program, OLP administrative guidelines will be applied as programmatically applicable.

Funding & Reimbursement

For all TCSP program and other “Special” federally funded projects administered by the OLP, funds will be provided on a reimbursement basis, any project costs committed or expended prior to execution of the Contract between the KYTC and the Recipient are normally not eligible for reimbursement. A 20% cash or in-kind match is required.

Potential TCSP applicants should contact the OLP at:

Kentucky Transportation Cabinet
Office of Local Programs-TCSP
200 Mero Street, 6th Floor
Frankfort, KY 40622
(502) 564-2060

Disadvantaged Business Enterprise (DBE)

The Disadvantaged Business Enterprise (DBE) Program ensures equal opportunity to small, socially, and economically disadvantaged businesses. The KYTC’s DBE Directories can be found at www.transportation.ky.gov/OBOD/DBE_Directory.pdf

Wage Requirements

The Davis-Bacon Act (prevailing federal wage) shall apply to TCSP projects of \$2,000 or greater within the right of way of a federal-aid highway. If the TCSP project is outside the right of way, the Davis-Bacon Act does not apply. If the cost within the federal-aid highway right of way is greater than \$2,000 for a project partially on and off the right of way, the Davis-Bacon Act applies. Prevailing state wage rates shall apply to all projects with a total cost of \$250,000 or greater. Cost estimates prepared shall consider these requirements.

Projects shall comply with:

- Model Procurement Code as it relates to local public agencies (KRS45A.343, 345-460)
- Title VI of the Civil Rights Act and Environmental Justice, Disadvantaged Business Enterprise
- Uniform Relocation Act

Other requirements are qualifications-based selection of professional services, including engineering and architectural services, and competitive bidding procedures for construction and related activities in addition to any other applicable requirements for federal funding of the specific project.

Americans with Disabilities Act (ADA)

A commitment shall be made to comply with ADA accessibility requirements.

ADA information lines: **800-514-0301 (voice) and 800-514-0383 (TDD)**

Environmental Compliance

All TCSP projects shall conform with:

- National Environmental Policy Act (NEPA)
- Section 4(f) of 49 United States Code (USC) 303
- National Historic Preservation Act
- Section 404 of the Clean Water Act

Additional TCSP information can be obtained from the OLP website,
<http://www.tea21.ky.gov>.

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APPENDIX

Frequently Asked Questions

Highway Districts

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Metropolitan Planning Organizations (MPOs)

Timeline for Projects in an MPO Area

Frequently Asked Questions (FAQs)

How much funding is available through the TE, CMAQ, SRTS, NSB, and TCSP programs?

The Transportation Enhancements (TE) Program currently has an available funding amount of \$12-\$15 million annually. The Congestion Mitigation & Air Quality (CMAQ) Program typically funds approximately \$12-\$14 million in projects per year. The Safe Routes to School (SRTS) Program provides approximately \$1.8 million annually for projects. In addition, each year the National Scenic Byways Program awards up to \$40 million for projects throughout the United States, and the Transportation and Community and System Preservation (TCSP) Program funds \$61.25 million in projects nationwide annually. TCSP is not an allocation program; projects are identified or funded through earmarking or annual solicitation of applications.

What is the difference between a reimbursement program and a grant program?

All funding awards administered by the OLP are reimbursement programs. Therefore, the proposed project shall be selected, approved, programmed and contracted with the KYTC prior to the expenditure of any funds included in the request. Any funds expended by the applicant before contract execution by the KYTC shall not be reimbursed. Only elements of a project deemed eligible shall be reimbursed with OLP funds.

Can Nonprofit Organizations apply for funding?

Yes, however, projects by nonprofit organizations are to be in partnership with a government sponsor (state or local government agency) in order to receive funding.

How long does the contract process usually take?

The contract process usually takes six (6) – twelve (12) months depending on the extent of the various reviews of the project, including environmental review, programming, and signatures by both the local sponsors and the Kentucky Transportation Cabinet (KYTC).

Do I need to send the original sponsor resolution with the executed contract?

Either the original or a certified copy of the resolution must be submitted as an attachment to the executed contract.

After I receive my executed contract, what is the next step?

After the project sponsor receives an executed contract, they may proceed with a solicitation or RFQ process to engage the services of a qualified design professional for the development of plans and specifications. Final plans must be submitted to the Office of Local Programs (OLP) prior to construction.

To whom should I submit Final Plans/Change Orders/Proposed Designs?

All plans, change orders and proposed designs must be submitted to the OLP prior to construction or purchasing. Submitted plans must include detailed design drawings and specifications as well as proposed decorative streetlights, clocks, etc. The plans will be reviewed by both OLP and the Kentucky Heritage Council for Section 106 approval including adherence to the Secretary of the Interior's Standards for Rehabilitation, the Kentucky Streetscape Guidelines for Historic Commercial Districts, and ADA compliance.

How long does the design review and approval process take?

Please allow 30 days for review and approval by the OLP. Submitted plans must then be reviewed and approved by the Kentucky Heritage Council and they also have 30 days within which to review. If clarification or design changes are necessary then the process could take longer. The review will be based on the guidelines mentioned in the answer to Question 9, below.

What is the Kentucky Heritage Council's role in the review process?

The Kentucky Heritage Council will review for Section 106 approval including adherence to the Secretary of the Interior's Standards for Rehabilitation and the Kentucky Streetscape Guidelines for Historic Commercial Districts as discussed in the answer to Question 8, above.

Where can I find a pre-qualified appraiser?

A listing of pre-qualified appraisers is available on the OLP website or can be obtained by contacting the Division of Right-of-Way and Utilities at (502) 564-3210.

What information do I need to submit in order to have an appraisal reviewed?

The project sponsor must submit three (3) copies of the appraisal to the OLP for processing. One (1) copy is retained by OLP for the master project file. Two (2) are sent to the Division of Right-of-Way and Utilities, and then onto the Federal Highway Administration (FHWA), for final approval.

What is the Model Procurement Code?

The Kentucky Model Procurement Code (MPC) is a state law codified in Chapter 45A, requiring subdivisions of the Commonwealth of Kentucky to follow certain procedures when purchasing goods and services. A local public agency, such as city or county, by ordinance may choose to adopt a portion of the MPC. KRS 45A.343 is the statute allowing a city/county to adopt KRS 45A.345-360, which upon adoption must be followed in purchasing.

Is the Model Procurement Code applicable to my project?

The Kentucky Model Procurement Code or a more stringent code adopted by a local public agency and approved by the OLP is applicable to each and every purchase of goods or services for which a project sponsor would seek reimbursement or seek to submit toward any matching contribution under any OLP program.

Do I need to follow the Davis Bacon Act for my project?

The following general rules are provided as guidance for complying with Davis-Bacon: The Davis-Bacon Act (prevailing federal wage) shall apply to all TE, CMAQ, NSB, and TCSP projects of \$2,000 or greater within the right-of-way of a federal-aid highway. If the project is outside the right of way, the Davis-Bacon Act does not apply. If the cost within the federal-aid highway right of way is greater than \$2,000 for a project partially on and off the right of way, the Davis-Bacon Act applies. Prevailing state wage rates shall apply to all projects with a total cost of \$250,000 or greater. Cost estimates prepared shall consider these requirements. The Davis Bacon Act (prevailing federal wage) applies to all federally funded SRTS projects.

What is a preservation easement and what is a conservation easement?

KRS 382.800 defines conservation easement to include the concept of a preservation easement and as “a nonpossessory interest of a holder in real property imposing limitations or affirmative obligations, the purposes of which include retaining or protecting natural, scenic, or open-space values of real property, assuring its availability for agricultural, forest, recreational, or open-space use, protecting natural resources, maintaining or enhancing air or water quality, or preserving the historical, architectural, archaeological, or cultural aspects of real property.

When is a preservation and conservation easement required?

A conservation easement is required for many Transportation Enhancement projects when an historic real property, including those properties list in the National Register of Historic Places or Districts, are acquired, protected or rehabilitated with TE funds.

Is the project sponsor required to draft its own preservation and conservation easement?

KYTC will draft required conservation easements.

What is needed from the project sponsor for the conservation and preservation easement?

The following are required for the completion of a conservation easement for TE projects:

- A professional survey or a recorded plat of subdivision.
- A legal property description derived from a current survey in a Word or text format.
- A KYTC approved appraisal of the real property.
- A copy of the recorded real property deed over which the easement would be placed.

- A title report completed on form TC Form 11-18, KYTC Title Report.

What is required for proper back-up documentation when submitting reimbursement requests?

Required documentation for reimbursement requests must be well organized and include:

Vendor / Contractual Services

- Copies of all vendor invoices with vendor addresses and contact information clearly and legibly displayed
- The invoices must indicate the services or purchases for which the project sponsor is requesting reimbursement.
- Project sponsors and vendors should ensure all items were procured as exempt from sales tax.
- Copies of the cancelled checks which paid the vendor

If cancelled checks are not available, a copy of the original check may be submitted along with a copy of the bank statement indicating the check number has cleared.

A purchase order may supplement the documentation, but will not be accepted in lieu of a vendor invoice.

Salary and Benefits

- Copies of the employee's timesheets with the signatures and printed names of the employee and the employee's supervisor
- Detailed activity logs, with the signatures and printed names of the officer and supervisor, will be sufficient in lieu of time sheet.
- Payroll reports which demonstrate the costs associated with that employee, i.e. wages, withholding, insurance, retirement, etc.

Cancelled payroll checks are not required.

Travel Expense

- Copies of the employee's travel request form which contains the signatures and printed names of the employee and the employee's supervisor
- Travel form must denote destination and purpose of travel
- Mileage rates must be included on the travel request form
- Copies of travel receipts such as hotels, air fare, etc.
- Copies of cancelled travel reimbursement checks paid to employee, or from the agency on behalf of the employee.

Match documentation

- A copy of employee timesheets, salary and benefit schedules, equipment rates as well as detailed receipts for any rental equipment are required for all pre-approved in-kind services.
- Vendors donating items or services may provide affidavits denoting the value of the contributed services, which must be accurate and verifiable.

These documents must indicate that the work being performed was on the project.

Where can I find the Standard Invoice Form?

The Standard Invoice Form can be found on the OLP website at www.tea21.ky.gov. Contracts drafted after January 1, 2008, will include a project specific OLP invoice form which must be submitted in lieu of the Standard Invoice Form for all reimbursement requests.

How do I fill out the Standard Invoice Form?

A completed Standard Invoice Form example can be found on the OLP website www.tea21.ky.gov.

What may I use for the required 20% matching component other than cash?

The use of in-kind labor, such as the use of City or County employees, or the value of property can be used as the matching component. Both must be approved by the OLP prior to submission of reimbursement requests. Real property intended to be contributed as an in-kind match must be appraised by a pre-qualified KYTC appraiser.

How long will it take for me to receive payment once I have submitted a request for reimbursement?

Generally the payment will be made to the project sponsor within 30 days of receipt of the completed reimbursement request.

Do I have to audit my project?

Any project sponsor with federal fund expenditures exceeding \$500,000 during a fiscal year is required to obtain an OMB A-133 audit. If applicable, audits shall be conducted annually and submitted to OLP, and must clearly identify the project and include Catalog of Federal Domestic Assistance (CFDA) number 20.205.

How do I properly close out the administration of my project?

Upon completion of the project and submission of the final reimbursement request, project sponsors must submit a Project Closure Report, a form for which is available on the OLP website at www.tea21.ky.gov. After successful OLP review of the report, a site visit will be conducted

by OLP staff and the project may then be officially closed. If the project involves the acquisition of a conservation or preservation easement, then annual site inspections and ongoing enforcement of the easement terms is required.

Can Transportation Enhancement funds be used to fund ATV or recreational trails?

No, TE funds are utilized to encourage non-motorized transportation. Isolated recreational or loop trails including playgrounds that do not connect multiple land uses are ineligible.

May I use CMAQ funds to purchase hybrid vehicles for my fleet?

CMAQ funds may be used to purchase publicly-owned hybrid vehicles that have lower emission rates than their non-hybrid counterparts. When private vehicles are purchased, only the cost difference between the hybrid vehicles and comparable non-hybrid vehicle is eligible. Hybrid passenger vehicles must meet Environmental Protection Agency requirements.

My community recently attained satisfactory air quality standards and are no longer in non-attainment of the NAAQS. Am I eligible to receive CMAQ funds?

Yes, areas that were formerly in non-attainment of National Ambient Air Quality Standards (NAAQS) remain eligible for CMAQ funds. These areas are considered maintenance areas and are subsequently eligible to receive CMAQ funding to help continued efforts to meet air quality goals.

May I use CMAQ funds for multi-use paths/trails/sidewalks in my community?

In order to receive CMAQ funding, the proposed multi-use path/trail/sidewalk project must be in an eligible area and construction of the proposed facility should result in reduced vehicle travel by connecting commercial centers, residential areas, school campuses, etc. The construction and maintenance of strictly recreational paths is not eligible for CMAQ funding.

Can SRTS funding be used for sidewalk improvements near a high school?

The SRTS program provides funding for infrastructure projects within two (2) miles of a primary or middle school, grades K through 8. While a high school can receive a secondary benefit from the implementation of a SRTS program, it would not, in and of itself be eligible for SRTS funds.

Can a private citizen or group of citizens apply for SRTS funding?

No. While community support of a SRTS program is essential, the KYTC requires all SRTS applications be sponsored by the city or county government, or the local board of education. Parents and others in the community who are interested in implementing a SRTS program should contact their local officials and school board members about applying.

Are SRTS funds just for sidewalks?

No. SRTS funding is available for a wide number of infrastructure and non-infrastructure related items. For a full list of eligible activities, please visit the FHWA website at the following link: http://safety.fhwa.dot.gov/saferoutes/srtsguidance.htm#_Toc123542195.

What are the characteristics/criteria of a Scenic Byway?

Scenic Byways are routes nominated by local support groups and designated by the KYTC because they are deemed to have roadside or view sheds of aesthetic, historical, cultural, natural, archeological, and/or recreational value worthy of preservation, restoration, protection, and/or enhancement.

How do I go about getting a route selected as a Scenic Byway?

Applications can be submitted at anytime throughout the year. Six (6) copies of the application shall be submitted to the KYTC. The Scenic Byways Advisory Committee (SBAC) will visit the site and review the application before making their recommendation to the Transportation Tourism Interagency Committee (TTIC) for designation.

How do I obtain funding for a Scenic Byway?

Solicitations are requested towards the beginning of each year by the FHWA. Approximately two (2) months are given for sponsors to complete applications online (www.bywaysonline.org), with assistance from the OLP and FHWA. Projects are selected in August by FHWA's Washington D.C. Headquarters, and notification follows in the late fall.

My route is classified as a State Scenic Byway. Is it possible for this route to be reclassified as an All-American Road or National Scenic Byway?

All nominations must be submitted by the State Scenic Byways Agency (SSBA) to FHWA. Documentation must be included for the State to determine if the scenic byway possesses intrinsic qualities sufficient to merit its nomination, as well as a corridor management plan. All-American Roads must meet the criteria for at least two (2) of the intrinsic qualities and National Scenic Byways must significantly meet one (1) of the criteria. A panel of six (6) to eight (8) experts designated by FHWA may assist in the review of the highway if nominated. Ultimately designations are made by the Secretary of Transportation after consultation with the Departments of the Interior, Agriculture, and Commerce, as appropriate.

What are the goals of the Transportation, Community & System Preservation (TCSP) program?

The Secretary of FHWA shall facilitate the planning, development, and implementation of projects that (1) improve the efficiency of the transportation system of the United States, (2) reduce the impacts of transportation on the environment, (3) reduce the need for costly future

investments in public infrastructure, (4) provide efficient access to jobs, services, and centers of trade, and (5) examine community development patterns and identify strategies to encourage private sector development.

I would like to build a bicycle/pedestrian trail in my community; can I apply for funding through the Office of Local Programs?

For eligibility requirements and to obtain additional information please review the OLP Guidelines found at <http://tea21.ky.gov/OLP%20guidelines%202.htm> in order to determine if your proposed project falls within the guidelines of one or more of the programs administered through the OLP.

Department of Highways – District Office Information

District 1 270-898-2431 5501 Kentucky Dam Rd Paducah KY 42002-3010 BALLARD CALLOWAY CARLISLE CRITTENDEN FULTON GRAVES HICKMAN LIVINGSTON LYON MCCracken MARSHALL TRIGG	District 2 270-824-7080 1840 N Main Street P.O. Box 600 Madisonville KY 42431 CALDWELL CHRISTIAN DAVIess HANCOCK HENDERSON HOPKINS MCLEAN MUHLENBERG OHIO UNION WEBSTER	District 3 270-746-7898 900 Morgantown Rd P.O. Box 599 Bowling Green KY 42102 ALLEN BARREN BUTLER EDMONSON LOGAN METCALFE MONROE SIMPSON TODD WARREN	District 4 270-766-5066 634 East Dixie P.O. Box 309 Elizabethtown KY 42702 BRECKINRIDGE GRAYSON GREEN HARDIN HART LARUE MARION MEADE NELSON TAYLOR WASHINGTON
District 5 502-210-5400 8310 Westport Road P.O. Box 22100 Louisville KY 40252 BULLITT FRANKLIN HENRY JEFFERSON OLDHAM SHELBY SPENCER TRIMBLE	District 6 859-341-2700 421 Buttermilk Pike P.O. Box 17130 Covington KY 41017 BOONE BRACKEN CAMPBELL CARROLL GALLATIN GRANT HARRISON KENTON OWEN PENDLETON ROBERTSON	District 7 859-246-2355 763 W. New Circle Road Building 2 P.O. Box 11127 Lexington KY 40512 ANDERSON BOURBON BOYLE CLARK FAYETTE GARRARD JESSAMINE MADISON MERCER MONTGOMERY SCOTT WOODFORD	District 8 606-677-4017 1660 S. Highway 27 P.O. Box 780 Somerset KY 42502 ADAIR CASEY CLINTON CUMBERLAND LINCOLN MCCREARY PULASKI ROCKCASTLE RUSSELL WAYNE
District 9 606-845-2551 Elizaville Road P.O. Box 347 Flemingsburg KY 41041 BATH BOYD CARTER ELLIOTT FLEMING GREENUP LEWIS MASON NICHOLAS ROWAN	District 10 606-666-8841 473 Highway 15 S P.O. Box 621 Jackson KY 41339 BREATHITT ESTILL LEE MAGOFFIN MENIFEE MORGAN OWSLEY PERRY POWELL WOLFE	District 11 606-598-2145 603 Railroad Avenue P.O. Box 250 Manchester KY 40962 BELL CLAY HARLAN JACKSON KNOX LAUREL LESLIE WHITLEY	District 12 606-433-7791 109 Loraine Street Pikeville KY 41501 FLOYD JOHNSON KNOTT LAWRENCE LETCHER MARTIN PIKE

AREA DEVELOPMENT DISTRICTS

Updated: 9/16/08

Barren River Barren River Area Development District P. O. Box 90005 (177 North Graham Ave, 42101) Bowling Green, KY 42102-9005 Phone: (270) 781-2381 Fax: (270) 842-0768 Website: www.bradd.org	Executive Director Rodney Kirtley rodney.kirtley@bradd.org	Transportation Planner Ashley Lawrence alawrence@bradd.org	Safety Planner None
Big Sandy Big Sandy Area Development District 110 Resource Court Prestonsburg, KY 41653 Phone: (606) 886-2374 Fax: (606) 886-3382 Website: www.bigsandy.org	Executive Director Sandy Runyon sandy.runyon@bigsandy.org	Transportation Planner Jamie Pinson jamie.pinson@bigsandy.org	Safety Planner None
Bluegrass Bluegrass Area Development District 699 Perimeter Drive Lexington, KY 40517 Phone: (859) 269-8021 Fax: (859) 269-7917 Website: www.bgadd.org	Executive Director Lenny Stoltz lstoltze@bgadd.org	Transportation Planner Bruce Duncan bduncan@bgadd.org	Safety Planner None
Buffalo Trace Buffalo Trace Area Development District P. O. Box 460 (201 Government Street, Suite 300) Maysville, KY 41056 Phone: (606) 564-6894 Fax: (606) 564-0955 Website: www.btadd.com	Executive Director Amy Kennedy akennedy@btadd.com	Transportation Planner Melissa Hardy mhardy@btadd.com	Safety Planner None
Cumberland Valley Cumberland Valley Area Development District P. O. Box 1740 (342 Old Whitley Road) London, KY 40743-1740 Phone: (606) 864-7391 Fax: (606) 878-7361 Website: www.cvadd.org	Executive Director Mike Patrick mpatrick@cvadd.org	Transportation Planner Leslie Gill lgill@cvadd.org	Safety Planner None
Fivco FIVCO Area Development District 320 Fivco Court Grayson, KY 41143 Phone: (606) 929-1366 Fax: (606) 929-1390 Website: www.fivco.org	Executive Director Sherry McDavid sherry@fivco.org	Transportation Planner Russ Brannon russ@fivco.org	Safety Planner None
Gateway Gateway Area Development District 110 Lake Park Drive Morehead, KY 40351 Phone: (606) 780-0090 Fax: (606) 780-0111 Website: www.gwadd.org	Executive Director Gail Wright gaik.wright@ky.gov	Transportation Planner Joy Mullins deceliaj.mullins@ky.gov	Safety Planner None
Green River Green River Area Development District 3860 US Highway 60 West Owensboro, KY 42301-0200 Phone: (270) 926-4433 Fax: (270) 684-0714 Website: www.gradd.org	Executive Director Jiten Shah jitenshah@gradd.com	Transportation Planner Gina Boaz ginaboaz@gradd.com	Safety Planner None

AREA DEVELOPMENT DISTRICTS

Updated: 9/17/08

Kipda Kentuckiana Regional Planning and Development Agency 11520 Commonwealth Drive Louisville, KY 40299 Phone: (502) 266-6084 Fax: (502) 266-5047 Website: www.kipda.org	Executive Director Jack Scriber jack.scriber@ky.gov	Transportation Planner Randall Embry randall.embry@ky.gov	Safety Planner Glenn Woods glenn.woods@ky.gov
Kentucky River Kentucky River Area Development District 917 Perry Park Road Hazard, KY 41701 Phone: (606) 436-3158 Fax: (606) 436-2144 Website: www.kradd.org	Executive Director Paul Hall paul@kradd.org	Transportation Planner Eunice Holland eunice@kradd.org	Safety Planner Angelia Smith angelia@kradd.org
Lake Cumberland Lake Cumberland Area Development District P. O. Box 1570 (2384 Lakeway Drive) Russell Springs, KY 42642 Phone: (270) 866-4200 Fax: (270) 866-2044 Website: www.lcadd.org	Executive Director Donna Diaz donnad@lcadd.org	Transportation Planner Larry Wilson larry.lcadd.org	Safety Planner Clarissa Heart clarissa.lcadd.org
Lincoln Trail Lincoln Trail Area Development District P. O. Box 604 (613 College Street Road, 42701) Elizabethtown, KY 42702-0604 Phone: (270) 769-2393 Fax: (270) 769-2993 Website: www.ltadd.org	Executive Director Wendell Lawrence wendell@ltadd.org	Transportation Planner Michael Malham mmalham@ltadd.org	Safety Planner Michelle Walters michelle@ltadd.org
Northern Kentucky Northern Kentucky Area Development District 22 Spiral Drive Florence, KY 41042 Phone: (859) 283-1885 Fax: (859) 283-8178 Website: www.nkadd.org	Executive Director John Mays john.mays@nkadd.org	Transportation Planner Vacant	Safety Planner None
Pennyrile Pennyrile Area Development District 300 Hammond Drive Hopkinsville, KY 42240 Phone: (270) 886-9484 Fax: (270) 886-3211 Website: www.peadd.org	Executive Director Dan Bozarth dan.bozarth@ky.gov	Transportation Planner Craig Morris craig.morris@ky.gov	Safety Planner None
Purchase Purchase Area Development District P. O. Box 588 (1002 Medical Drive, 42066) Mayfield, KY 42066-0588 Phone: (270) 247-7171 Fax: (270) 251-6110 Website: www.purchaseadd.org	Executive Director Jennifer Beck-Walker jennifer.beckwalker@purchaseadd.org	Transportation Planner Stacey Courtney stacey.courtney@purchaseadd.org	Safety Planner None
Kentucky Council of ADDs Kentuck Conclil of ADDs 501 Capitol Avenue Frankfort, KY 40601 Phone: (502) 875-2515 Fax: (502) 875-0946 Website: www.kyadd.org	Jack Couch jack@kycadd.org		

METROPOLITAN PLANNING ORGANIZATIONS

Updated 9/16/08

ASH – Ashland Area MPO (Boyd, Greenup) c/o FIVCO ADD 32 FIVCO Court Grayson, KY 411431 PH: (606) 929-1366 FX: (606) 929-1390	Executive Director Sherry McDavid Executive Director sherry@fivco.org	MPO Contact Terri Sicking Transportation Planner terri@fivco.org Website: www.fivco.org
BWG – Bowling Green – Warren County MPO c/o Barren River ADD P. O. Box 90005 Bowling Green, KY 42101-9005 PH: (270) 781-2381 FX: (270) 842-0768	Executive Director Rodney Kirtley Executive Director rodney.kirtley@bradd.org	MPO Contact Amy Scott MPO Coordinator ascott@bradd.org Website: www.bradd.org/MPO
CIN – Cincinnati Area MPO (Boone, Campbell, Kenton) c/o Ohio-Kentucky-Indiana Regional Council of Governments 720 East Pete Rose Way, Ste 420 Cincinnati, OH 45202 PH: (513) 621-6300 FX: (513) 621-9325	Executive Director Mark Policinski Executive Director mpolicinski@oki.org	MPO Contact Bob Koehler Deputy Director rkoehler@oki.org Website: www.oki.org
CLK – Clarksville Area MPO (Christian) c/o Clarksville-Montgomery Co. Regional Planning Commission 329 Main Street Clarksville, TN 37040 PH: (931) 645-7448 FX: (931) 645-7481	Executive Director David Riggins Director davidriggins@cityofclarksville.com	MPO Contact Stan Williams Transportation Planner stanwilliams@cityofclarksville.com Website: www.cuampo.com
EVN– Evansville Area MPO (Henderson) Civic Center, Room 316 1 NW Martin Luther King Blvd Evansville, IN 47708-1833 PH: (812) 436-7833 FX: (812) 436-7834	Executive Director Bradley G. Mills Executive Director bmills@evansvillempo.com	MPO Contact Seyed Shokouhzadeh Deputy Director sshokouhzadeh@evansvillempo.com Website: www.evansvillempo.com
LEX – Lexington Area MPO (Fayette) c/o Lexington Fayette Urban County Government 101 E. Vine Street, Suite 700 Lexington, KY 40507 PH: (859) 258-3160 FX: (859)258-3163	Executive Director Chris King Director of Planning chrisk@lfucg.com	MPO Contact Max Conyers Transportation Planning Manager maxc2@lfucg.com Website: www.lexareampo.com
LOU – Louisville Area MPO (Bullitt, Jefferson, Oldham) c/o Kentuckiana Regional Planning and Development Agency 1520 Commonwealth Drive Louisville, KY 40299 PH: (502) 266-6084 FX: (502) 266-5047	Executive Director Jack L. Scriber Executive Director jack.scriber@ky.gov	MPO Contact Harold Tull Transportation Director harold.tull@ky.gov Website: www.kipda.org/Transportation/MPO
OWN – Owensboro-Daviess County MPO (Daviess) c/o Green River ADD 3860 US Highway 60 West Owensboro, KY 42301-0290 PH: (270) 926-4433 FX: (270) 684-0714	Executive Director Jiten Shah Executive Director jitenshah@gradd.com	MPO Contact Keith Harpole Associate Director of Transportation keithharpole@gradd.com Website: www.gradd.org
REZ – Radcliff/Elizabethtown MPO (Hardin) c/o Lincoln Trail ADD P. O. Box 604 (613 College Street Road, 42701) Elizabethtown, KY 42702-0604 PH: (270) 769-2393 FX: (270) 769-2993	Executive Director Wendell Lawrence Executive Director wendell@ltadd.org	MPO Contact Mike Skaggs Transportation Planner miskaggs@ltadd.org Website: www.ltadd.org/mpo

Information on Projects that are in a Transportation Management Area (TMA)

Federal transportation legislation requires that a Metropolitan Planning Organization (MPO) be designated for each urban area with a population of more than 50,000 people in order to carry out the metropolitan transportation planning process. Each urban area with a population greater than 200,000 is designated as a Transportation Management Area (TMA).

The following Kentucky counties all fall within a Metropolitan Planning Organization (MPO) and are designated as a Transportation Management Area (TMA):

Boone, Boyd, Bullitt, Campbell, Christian, Daviess, Fayette, Greenup, Hardin, Henderson, Jefferson, Kenton, Oldham, Warren

Any Transportation Enhancements (TE), Safe Routes to School (SRTS), Scenic Byways, or Transportation Community and System Preservation (TCSP) project located in one of these counties must be added to the Transportation Improvement Plan (TIP) of the Metropolitan Planning Organization (MPO) for that area. Typically this process takes **4 months** from start to finish, if there are no problems or constraints

Once information on the project has been submitted by the Transportation Cabinet to the MPO, the Cabinet must wait to move forward with the contract process.

After the project has been added to the TIP of the MPO, the project information is sent to the Federal Highway Administration (FHWA) for review and inclusion into the Statewide Transportation Improvement Plan (STIP).

Once the project is reviewed and approved by FHWA, the Office of Local Programs can move forward with the preparation of a contract between the Cabinet and the project sponsor.

Please note that while the addition of a project to a MPOs TIP and the Cabinet's STIP usually takes 4 months, the process can take much longer.



TIMELINE FOR TRANSPORTATION IMPROVEMENT PROGRAM (TIP) and LONG RANGE TRANSPORTATION PLAN (LRTP)



updated 1/22/2014

